

# MISSOURI SOUTHERN

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STATE UNIVERSITY



2015-2016 COURSE CATALOG

# 2015-2016 CATALOG

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This Publication will be made available  
in alternative format upon request  
to the University Relations & Marketing  
Department, 417.625.9399



The Missouri Southern State University Statement of Values focuses on a complete commitment to the “academic, personal and career success” of students. We take this charge very seriously and work daily to create the very best university experience possible for our terrific student body.

As a student at Missouri Southern you will find yourself surrounded by talented and energetic professors who are dedicated to guiding students toward the success they desire. You will find this highly gifted group of professionals to be totally committed to providing the very best learning environment possible. The outstanding academic programs they provide are designed to prepare you to compete in a global society and we have every confidence that you will be perfectly prepared to meet the many challenges of a changing world when you complete your program of study.

In addition to outstanding academic programs, we also provide a number of student support services to assist you on your higher education journey. These include assistance provided by the dedicated staff of the Financial Aid Office, Career Services Office, and the Advising, Counseling and Testing Center. You should always feel welcome to ask questions of these individuals because they are truly dedicated to helping you succeed.

The campus also hosts numerous student groups that sponsor a myriad of activities throughout the year. And, the student body is represented by a very active Student Senate that participates in a variety of campus affairs. Students preferring to live on campus enjoy a lively and engaging residence hall community that provides convenient dining facilities and recreational activities. Additionally, the Beimdiek Recreation Center is available to all students and is one of the most attractive and well-equipped recreation facilities in the area. We also have thriving athletic programs, and you can enjoy the fun and excitement of cheering the Lions on to victory in a number of sports.

An emphasis on understanding and appreciating other cultures, international issues, and global perspectives, all combine to support the very important international element of the Missouri Southern mission. This focus on learning to live and succeed in a global community creates a rich sense of diversity on campus and in the surrounding community. Also, as a student here you will have regular opportunities for international studies abroad and many students throughout the years have gained enormous benefits from participating in these travel-to-learn experiences.

All in all, we believe that the programs offered at Missouri Southern do a fantastic job of preparing students for the “academic, personal and career success” identified in our Statement of Values. We invite you to join us on this exciting journey.

If you have questions, please call the Admissions Office at 417.625.9378 or 866.818.6778.

Dr. Alan D. Marble,  
President

Dear Student,

If you're entering the university for the first time or even coming back after several years' absence, you'll need information in this catalog. It's not the most exciting bedtime reading, but it does pack a lot of information about our academic programs into your university experience.

This catalog and our helpful staff can answer your questions, but here are answers to questions students frequently ask:

**1. Can I get financial help with university costs?**

Yes, a full range of financial aid programs are available to qualified students. Becca Diskin, Director of Student Financial Aid and her staff can provide you with information and applications in Hearn Hall, 417.625.9325, [finaid@mssu.edu](mailto:finaid@mssu.edu). (Financial Aid, p. 26)

**2. I haven't decided on a major yet. What do I do?**

Southern has trained academic advisors to help you discover what your best interests and attributes might be. Visit with Kelly Wilson, Director of Advising, Counseling and Testing Services (ACTS), Hearn Hall, 417.625.9324, [wilson-k@mssu.edu](mailto:wilson-k@mssu.edu). (ACTS, p. 20)

**3. I'm concerned about the transition from high school to college. Is there someone to help?**

Yes, the Advising, Counseling and Testing Services (ACTS) department can help here too, as well as your First-Year Experience class. Visit with Faustina Abrahams, First-Year Advising Coordinator, Hearn Hall room 314, 417.625.9521, [abrahams-f@mssu.edu](mailto:abrahams-f@mssu.edu). or Teresa Thompson, Director, First-Year Experience Program, Hearn Hall, 417.625.9731, [thompson-t@mssu.edu](mailto:thompson-t@mssu.edu). (ACTS, p. 20 and/or First-Year Experience Program, p. 32)

**4. Do you have an Honors Program?**

Southern has an excellent and challenging Honors Program, which includes opportunities for international travel. Talk to Michael Howarth, Director of Honors Program, Taylor Hall 206, 417.625.3005, [howarth-m@mssu.edu](mailto:howarth-m@mssu.edu). (Honors Program, p. 51)

**5. What activities and organizations are available?**

A host of special events, student activities and departmental organizations are available throughout the year. Drop by the Student Activities Office, Billings Student Center, 210. Or contact Landon Adams at 417.625.9346 or [adams-l@mssu.edu](mailto:adams-l@mssu.edu) (Student Activities, p. 35. See also individual departments.)

**Additional information is available at the Southern website:  
[www.mssu.edu](http://www.mssu.edu)**

# MISSOURI SOUTHERN

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## STATE UNIVERSITY

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### *Our Mission*

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Missouri Southern State University is a state-supported, comprehensive university offering programs leading to undergraduate and graduate degrees. Central to our mission is a strong commitment to international education, liberal arts, professional and pre-professional programs and the complementary relationship that must exist among them to prepare individuals for success in careers and lifelong learning.

### *Vision*

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Missouri Southern State University will be recognized as a leader in offering undergraduate and graduate degree programs that foster the total education of each student. In order to remain loyal to the trust given to the University by the people of the State of Missouri, Missouri Southern State University will:

- fulfill its mission and objectives in an honorable and ethical manner;
- periodically review its mission in light of contemporary changes in society and in the needs of the people of Missouri and our communities;
- continually assess the effectiveness of its programs in order to ensure their quality and integrity.

### *Values*

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#### ***International Education***

The University prepares its students to be global citizens in fulfillment of its statewide mission.

#### ***Liberal Arts Education***

The University commits to a comprehensive program of General Education Requirements for all students.

#### ***Teaching and Learning***

The University provides exemplary teaching and learning as supported by scholarship and creative expression.

#### ***Student Success***

The University commits to the academic, personal and career success of its students.

#### ***Community Service***

The University leads the intellectual, creative, cultural and economic advancement of our communities.

## International Education

The State of Missouri has designated Missouri Southern State University, through special legislation, as “a statewide institution of international or global education.” The university is charged with developing “such academic support programs and public service activities it deems necessary and appropriate to establish international or global education as a distinctive theme of its mission.”

This “international mission,” as it is commonly known, enables students to participate in a breadth of international experiences that will prepare them to succeed in an ever-changing global economy.

MSSU provides a variety of short-term and semester-long study abroad programs, including an international student teaching experience for teacher education majors. In order to make its study abroad programs more accessible and affordable, MSSU awards qualifying students \$750 grants for faculty-led short-term trips and \$1,000 grants for students spending an entire semester or year abroad.

Each fall, MSSU selects a particular country or region of the world to become the focus of intensive study. The “themed semesters” bring the world to the university and the community, and allow every student to have a global experience without leaving the campus. Lectures, concerts, plays, films, readings, art exhibits, and other cultural activities from the featured country permeate the fall semester and result in the students becoming true global citizens.



Robust foreign language offerings, including courses and degree programs in Spanish, French, Japanese, and Chinese, give students the opportunity to increase their cultural competency and become more marketable in a competitive workplace. Becoming proficient in more than one language will open many doors for MSSU graduates and expand their worldview.

Majors in International Studies and International Business and other related areas provide a substantial foundation for professional careers in diplomacy, law, education, international business and commerce, journalism, the military, research, public health, human service organizations, and much more. Opportunities in most of these professions are available in both the public and private sectors in the United States and abroad.

The majors are also a good foundation for graduate study in such diverse areas as international law, business, history, political science, and anthropology, as well as international relations, intercultural communication, peace studies, and other interdisciplinary programs.

The International English Program (IEP) provides English as a Second Language (ESL) instruction to international and resident students whose first language is not English. This supports MSSU's mission of a strong commitment to international education by enabling more international students to attend the university. In turn, these students bring different perspectives and values to their American peers, and lifelong friendships often develop.

# Student's Guide to the Baccalaureate Degree

*Non Scholae Sed Vitae Discimus • "Education not for a living, but for life."*

**W**e, the faculty at Missouri Southern, believe that you achieve a complete education through an interrelated program of study which includes the General education curriculum and your major, as well as the extra-curricular opportunities that complete the total collegiate experience. We realize that over a lifetime many of you will change occupations and careers several times. While specialized knowledge in your field is essential, we believe that certain lifelong thinking and learning skills and a common body of knowledge are critical for an understanding of yourself and your larger community and for career advancement in the 21st-century marketplace. Specifically, we are committed to assist you as an undergraduate to:

- Acquire knowledge, both in breadth and depth, through exposure to a wide variety of disciplines and through majoring in your chosen field.
- Communicate with precision and style and to think clearly and critically.
- Achieve competence in quantitative skills.
- Know the methods of inquiry and thought necessary for understanding nature, society and self.
- Sharpen your awareness and appreciation of cultures around the world with their differing values, traditions and institutions.
- Develop lasting intellectual and cultural interests.
- Recognize and appreciate the importance of creativity and imagination in the human experience.
- Achieve greater social maturity and tolerance for human diversity through the experience of working closely with a wide variety of fellow students and faculty members.
- Recognize and examine the formation of personal ethical values in a diverse society.

## **General Education Curriculum**

The General Education curriculum at Missouri Southern is a carefully designed series of courses that all students earning a bachelor's degree must complete. It is our effort to furnish you a liberal education. But why? What about the General Education is so important that it constitutes nearly half of the credit hours necessary for your degree?

One way to answer that question is to reflect on another: What does it mean to be well-educated? While the question has generated much debate and there is no simple answer, most agree that a well-educated person possesses certain fundamental intellectual skills, a broad knowledge of the world and a deep knowledge of a particular subject. While pursuit of a major field of study furnishes knowledge in depth, it is the General Education curriculum that seeks to arm you with the intellectual skills and the breadth of knowledge that characterize well-educated and socially responsible individuals.

## **Goals of the General Education Curriculum**

In compliance with the Missouri Department of Higher Education (MDHE) and statewide policy, Missouri Southern State University provides a block of general education classes that meet the state-level curricular goals. There are four skill-related areas (Communicating, Higher-Order Thinking, Valuing, and Managing Information) as well as four knowledge areas (Social and Behavioral Sciences, Humanities and Fine Arts, Mathematics, and Life and Physical Sciences).

**Communicating:** Well-educated people develop effective use of the English language and quantitative and other symbolic systems essential to their success in school and in the world. Students should be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence and persuasiveness.

**Higher-Order Thinking:** Well-educated people develop the ability to distinguish among opinions, facts and inferences; to identify underlying or implicit assumptions; to make informed judgments; and to solve problems by applying evaluative standards.

**Valuing:** Well-educated people develop abilities to understand the moral and ethical values of a diverse society and to understand that many courses of action are guided by value judgments about the way things ought to be. Students should be able to make informed decisions through identifying personal values and the values of others and through understanding how such values develop. They should be able to analyze the ethical implications of choices made on the basis of these values.

**Managing Information:** Well-educated people develop abilities to locate, organize, store, retrieve, evaluate, synthesize and annotate information from print, electronic and other sources in preparation for solving problems and making informed decisions.

**Social and Behavioral Sciences:** Well-educated people develop an understanding of themselves and the world around them through study of content and the processes used by historians and social and behavioral scientists to discover, describe, explain and predict human behavior and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present and come to an informed sense of self and others.

**Humanities and Fine Arts:** Well-educated people develop an understanding of the ways in which humans have addressed their condition through imaginative work in the humanities and fine arts. They deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic and historical circumstances and by learning to appreciate the world of the creative imagination as a form of knowledge.

**Mathematics:** Well-educated people develop an understanding of fundamental mathematical concepts and their applications. Students should develop a level of quantitative literacy that would enable them to make decisions and solve problems and which could serve as a basis for continued learning.

**Life and Physical Sciences:** Well-educated people develop an understanding of the principles and laboratory procedures of life and physical sciences and cultivate their abilities to apply the empirical methods of scientific inquiry. Students should understand how scientific discovery changes theoretical views of the world, informs our imaginations and shapes human history. Students should also understand that science is shaped by historical and social contexts.

In addition to the statewide general education goals, Missouri Southern has two Institutional Goals (International Cultural Studies and Health and Wellness.)

**International Cultural Studies:** Well-educated people develop an understanding of how cultures and societies around the world are formed, sustained and evolve. Students should understand world affairs, international issues and cultures other than their own as seen through the history, geography, language, literature, philosophy, economics or politics of the cultures. Students will acquire empathy for the values and perspectives of cultures other than their own and an awareness of the international and multicultural influences in their own lives.

**Health and Wellness:** Well-educated people develop the knowledge and self-management skills that will assist them in adopting healthy lifestyles. This encompasses all areas of wellness: physical, emotional, spiritual, social, intellectual and financial. Students will understand the relationship between lifestyle management, quality of life and societal health and productivity.

Thanks to technological resources and the commitment of our faculty, students have the opportunity to complete many of the General Education courses in modes that suit their individual schedules and needs. While Missouri Southern offers all of the General Education courses in traditional classroom settings, students who possess the skills and responsibility required for success in General Education courses offered in non-traditional modes, such as on-line and televised courses, will be able to do so.

### **Your Major**

The University offers more than 100 majors in a wide variety of fields. Your pursuit of your major will furnish you with the knowledge in depth that is also characteristic of a well-educated person. Some students come to Southern with a clearly defined idea of their major; others come uncertain, relying on their exposure to the General Education curriculum and on experimenting with a few elective courses to help them choose.

In either case, when you emerge with your baccalaureate degree, you will have mastered a body of knowledge that sets you apart from well-educated people in other fields. Often it is your mastery of a particular discipline that makes you of great value in the workplace. Not only do you emerge knowing a great deal, but you also emerge armed with the power to learn more, to extend your knowledge.

### **Special Features of Missouri Southern**

A comprehensive education fostering life-long learning is the aim of our liberal arts curriculum. Southern strives to present the best in higher learning. The following features distinguish our university.

**Emphasis on Teaching:** The heart of Missouri Southern is that of an undergraduate university where the interaction between teacher and student is of primary importance in the learning experience. Here you will be taught by professors with degrees from the most prestigious universities across the nation.

**Emphasis on International:** The world is changing rapidly and dramatically. The future will belong to those who have an understanding and appreciation for the world beyond the boundaries of their country. That is why Missouri Southern has chosen to emphasize a global perspective throughout our entire curriculum and wherever possible to add an international dimension to our courses.

**Enrichment Programs:** Your opportunity for total education is enriched through a variety of special programs including the Honors Program, internships and independent study opportunities, involvement with the student media and "themed" semesters that focus on a country, continent or section of the world. Study abroad opportunities include the Summer in Sweden art program; language immersion programs in France, Germany, Mexico and Spain; and semester-long exchange programs throughout the world. Short-term study abroad experiences, including comparative trips and on-site classes, introduce students to aspects of another country's culture in order to expand their views beyond the U.S. perspective.

**Total Collegiate Experience:** A great deal of college education happens outside the classroom. An array of extracurricular activities is offered to meet almost every academic and social interest. In addition, numerous services are available for the student to meet educational and personal needs.

**Assessment of Outcomes:** Missouri Southern continually assesses the effectiveness of its programs, including the General Education curriculum and all the majors. The assessment information helps us revise and improve our programs. In this way, we ensure our curriculum is dynamic and up-to-date.

**Diverse Student Body:** Students at Southern represent a wide variety of ages and places of origin. The sizable enrollment of nontraditional students (those over 25) and international students is a great advantage. On our campus, students come to see each other as friends and allies and learn to develop healthy and supportive relationships with a variety of people.

**Flexible Class Scheduling:** Day and evening classes, hybrid classes and delayed start classes are available to students for the purposes of flexible scheduling. Distance Learning provides a variety of forms of access to education to meet the needs of today's students. Access to educational opportunities is provided through Internet, on-ground and Internet television (ITV) classes.

Our faculty and staff are always willing to help you to make the most of your college experience. Don't hesitate to ask. We're here for you!

# Assessment of Outcomes

## Goals of Assessment of Outcomes

Assessment is an ongoing, cyclical effort of identifying goals, developing programs to achieve those goals, evaluating the effectiveness of the programs, analyzing results, redefining goals and improving programs. That cycle is a basic responsibility of all faculty and administrators. Stated goals of outcomes assessment at Missouri Southern are:

1. Evaluation of institutional effectiveness by research and assessment of:
  - a. General Education programs and school departments
  - b. Academic and developmental student outcomes
2. Improvement of both academic and student affairs programs:
  - a. To increase student academic and developmental outcomes
  - b. To increase student retention and degree completion
3. Provision of data needed for assessment, program review and strategic planning to fulfill the university mission
4. Fulfillment of governmental mandates

In its mission, Missouri Southern is committed to developing effective programs to fulfill the needs of the students while developing knowledge, skills and positive attitudes so they can be successful and responsible citizens of a diverse world. In order to accomplish that goal, ongoing assessment is conducted not only by professors in classes offered each semester, but also by faculty and administration in program evaluation processes. The Center for Assessment and Institutional Research assists faculty and administration in gathering data for those studies. In addition, a Faculty Assessment Advisory Committee meets regularly to study current assessment methods and make recommendations for improvement of the University's assessment program.

## Program for Assessment of Outcomes

Importance of assessment for college accountability is underscored by a Board of Governors policy requiring that students participate in assessment activities when requested. Information obtained from standardized tests, faculty developed tests, surveys, student research, portfolio reviews, student interviews and performances is used to develop both quantitative and qualitative data needed for the analysis phase of our assessment plan. Three identified areas of student outcomes are assessed each year: General Education, programs and student development. In addition, follow-up studies of alumni and their employers are conducted periodically.

**General Education:** Data for study is gathered each year by administering a standardized test and needed surveys to incoming freshmen and exiting seniors. The Proficiency Profile from the Educational Testing Service is a standardized test used to measure the impact of the General Education curriculum on students as they complete a degree program. Students are called upon to analyze, synthesize, apply and evaluate information within several academic contexts, rather than just to recall or recognize content. Missouri Southern seniors consistently score at or above the national average on this test.

**Program Level:** The faculty and administration of each department are responsible for evaluating the effectiveness of their programs. Departments have mission statements, goals and objectives that are drawn from our institutional mission and values. Evidence is gathered through multiple measures

and analyzed in an atmosphere of shared responsibility among department faculty and administrators.

Following guidelines from the Higher Learning Commission in determining the role of assessment in affirming and improving student learning, departments are asked to respond to the following questions:

1. How are your stated student learning outcomes appropriate to your mission, programs and degrees?
2. What evidence do you have that students achieve your stated learning outcomes?
3. In what ways do you analyze and use evidence of student learning?
4. How do you ensure shared responsibility for assessment of student learning?
5. How do you evaluate and improve the effectiveness of your efforts to assess and improve student learning?
6. How do you insure your student learning outcomes are shared with campus constituencies and the public?

A variety of assessment methods are used by the various departments. Some departments that offer degrees leading to state or national certifications use the required standardized tests for certification as their quantitative measures. These departments include Computer Information Science, Dental Hygiene, Teacher Education, Medical Technology, Radiology, Respiratory Care and Nursing. Departments that use standardized major field tests offered by the Educational Testing Service, PACAT, Inc. or by their particular professional organizations include Biology, Business Administration, Chemistry, Criminal Justice Administration, English, Environmental Health, History, Mathematics, Physics, Sociology, Music and Psychology.

In major areas where standardized tests are currently unavailable, departmentally developed assessments are used. They utilize one or more of the following methods: faculty developed exams, portfolio review, student interviews, external examiners, capstone projects and simulations, among others. The Art, Communications, Kinesiology, Political Science, Foreign Language and Theatre departments have developed such plans.

**Student Development:** The impact of a college is not limited to the classroom. While General Education curriculum and departmental major assessment is focused on knowledge and skill outcomes, student development assessment focuses on social and personal growth of students both inside and outside of the classroom. Surveys are the primary method of gathering data to assess student development. Data are collected from entering and graduating students each year to assess current attitudes and opinions as well as trends in that information.

## Results of Assessment of Student Learning Outcomes

As our assessment program matures, we have an ongoing commitment to use the data collected from tests, surveys, etc. to analyze trends and link results to the review and planning processes. Teams of students, faculty, administrators and staff are involved in these activities.

Evaluation of our assessment process continues as we make improvements and confirm successes to insure the integrity of our assessment efforts.

# Fee Policies

*Please visit our homepage at [www.mssu.edu](http://www.mssu.edu) for our online Schedule of Classes that contains the most up-to-date listing of tuition and incidental fees.*

*The University reserves the right to change fees without notice.*

## Payment of Fees

### 1. Undergraduate Tuition and Incidental Fees

For all students who have registered for fall, spring or summer semesters, 100% of the semester charges must be paid by the published due date for each respective semester. Due dates can be found on the Bursar's Office website and in the Schedule of Classes for the respective semester. Failure to remit the balance due may result in an immediate cancellation of the student's class schedule. Students enrolled in intersession classes must have their fees paid in full prior to the first day of class.

Students are required to view their student account balance via LioNet at [www.mssu.edu](http://www.mssu.edu) upon enrollment. No invoice will be mailed. Students are responsible for any outstanding balance and are required to remit payment by the published due date.

It is extremely important to realize that a financial obligation is incurred at the time of enrollment. Services are rendered as of the first day of class so unless a student officially withdraws prior to that day, fees will be assessed in full. No reduction in charges according to the University refund policy will be credited to the students account until an official withdrawal is completed. Students dropped for non-payment are not relieved of their financial obligation. An official withdrawal is required.

Students expecting their student account balance to be paid through financial aid sources must have all necessary documentation filed with the Financial Aid Office by April 1st for the Fall term and by November 1st for the Spring term in order to receive consideration for payment deferment.

Students enrolled in evening, weekend Internet and televised classes for regular college credit courses, applicable toward an associate or baccalaureate degree, are subject to the same fees, rules and regulations as set forth for students attending day classes. Any special fees associated with a course will be listed in the Schedule of Classes.

Appeals concerning special problems pertaining to fees should be directed in writing to the Bursar in Hearn Hall.

### 2. Residence Hall

As stated in the contract agreement, students will be responsible for the full semester fee at the time that all other student account charges are due. The security deposit will be refunded only if the terms of the contract have been fulfilled.

## Explanation of Fees

**Admission Application Fee** - a non-refundable administrative fee required upon submission of an application for admission.

**Change of Class Schedule Fee** - an administrative fee charged for each class change (add or withdrawal) made after the first week of the semester.

**Commencement Regalia Fee** - charged to students who are participating in commencement, non-refundable.

**Distance Learning Fee** - a fee charged to off-set costs unique to the distance learning environment including: development of specialized Internet courses, fees to broadcasters for carrying televised courses, transmitter and tower costs for televised courses, host servers for Internet courses and video and Internet materials developed by independent producers.

**Distance Learning Library Fee** - a fee associated with online classes to assist with the updating, development and maintenance of online library resources, access, and availability.

**Technology Fee** - an incidental fee assessed each semester, which enables the University to provide the most technologically current equipment for use in the classroom and laboratories. All fees collected will be used solely for the purchase of equipment, which will directly benefit the students in their University course work.

**Graduation Application Fee** - a fee charged upon receipt of graduation application, non-refundable.

**Late Registration/Reinstatement Fee** - an administrative fee assessed to students who enroll for classes after the first full week of the semester or seek reinstatement for class schedules cancelled for non-payment.

**Parking Fee** - an incidental fee assessed each semester to cover all costs associated with vehicle registration, roadway and sidewalk maintenance and campus security.

**Special Course Fees** - fees are charged for additional course materials and/or services for specific courses. Courses include but are not limited to art, music, education, dental hygiene, nursing, radiology and photography.

**Student Activity Fee** - an incidental fee assessed each semester to support various aspects of campus life including student activities, student government, student publications and other events and services provided by the University.

**Student Health Center Fee** - an incidental fee assessed each semester to help defray the cost of students' basic office visits to the Missouri Southern State University's Student Health Center, including first aid, injury care and screening for certain illnesses. The Student Health Center is staffed with a full-time family nurse practitioner. Additional fees are charged for professional services such as laboratory tests, physical examinations, x-ray, prescriptions, etc.

**Lion Card ID Fee** - a one-time fee assessed to all new students for the Lion Card allowing the issuance of a photo identification card. The Lion Card is a single card solution for official MSSU identification, as well as "tap-and-go" meal plan tracking, debit (Lion Bucks) account purchases, electronic door access control and special access to campus privileges venues such as the Beimdick Recreation Center and Wilcoxon Student Health Center. Please see [www.lioncard.mssu](http://www.lioncard.mssu) for additional information about MSSU's Lion Card Program.

**Student Recreation Center Fee** - an incidental fee assessed each semester for access to and use of the Student Recreation Center Facilities. This facility houses a student health center, three-court gymnasium, aquatics center, racquetball courts, elevated running/walking track, weight and cardiovascular areas, group exercise rooms, locker rooms, showers and a 150 seat theater auditorium.

**Textbook Rental Fee** - a per credit hour fee assessed for the use of rental textbooks. The University operates a rental system through the University Bookstore which allows the use of the required textbook by the student for one semester. It should be noted that some classes may require the purchase of supplemental books and materials not available through the rental system. Textbooks must be returned no later than 4 P.M., Monday following the week of finals. A book drop is located in the wall behind Billingsly Student Center for after-hours and weekend drop off. Textbooks not returned by this time will be charged to the student's account at the retail price. This fee may be reduced to a late fee equal to the current rental fee when returned through the published late book return date. Visit [www.mssu.edu/bookstore](http://www.mssu.edu/bookstore) for more information.

## **Refund Policy**

### **(Except for Residence Hall Charges)**

During the course of any semester, if a student finds it necessary to drop individual classes or fully withdraw from the University, the fee refund policy for full-term classes is as follows:

#### **For Fall and Spring Semesters**

Prior to the end of the first two weeks of classes . . . . . 100% refund  
Third and fourth week . . . . . 50% refund  
After the fourth week . . . . . 0% refund

#### **For Summer Semester**

Prior to the end of the first week of classes . . . . . 100% refund  
After first week . . . . . 0% refund

Withdrawal from classes during the 50% refund period means that the student will be responsible for 50% of the cost of tuition and fees. Withdrawal from some classes after the fourth week, the student will be responsible for 100% of the cost of tuition and fees.

**NOTE:** Dates may vary for Off-Schedule classes. Withdrawal and refund of fees information listed only pertains to full-term classes. Students must contact the Office of the Registrar for information on off-schedule courses.

To be eligible for a refund, the student must formally complete a Single Course Withdrawal form and submit it to the Office of the Registrar within the refund period. If the student is withdrawing from the University completely, he or she must complete a Total Withdrawal form with the University Financial Aid Exit Counselor within the published deadline dates. Refer to [www.mssu.edu/registrar](http://www.mssu.edu/registrar) to view the off-schedule chart.

### **Failure to attend classes will not constitute a withdrawal.**

**NOTE:** If the student withdraws after payment of any or all fees for the semester, any monies due to the student will be mailed after fee refunds have been applied. However, if the University costs have been paid partially or fully by financial aid (scholarships, grants, loans, other government assistance programs, etc.) the refund monies will be first applied to the financial aid program source. Please see the repayment notice of Title IV aid paragraph below for further explanation. Once these awards have been fully refunded, any remaining balances will be forwarded to the student.

All refunds must be claimed during the term for which the refund applies. Students who feel that individual circumstances warrant exceptions to this policy may appeal in writing to the Bursar. This appeal must be made during the term for which the refund applies.

## **REPAYMENT NOTICE FOR FEDERAL FINANCIAL AID**

Students who withdraw prior to the 60% completion of the semester will be subject to repayment of part or all of their aid, as determined by federal regulations. This includes official and unofficial withdrawals stemming from student's last date of attendance prior to the 60% of semester earned.

Students will be notified in writing of any amount due as a result of withdrawal. A hold will be placed on the student's account until repayment is made in full.

Students must make repayment of their portion of financial aid within 45 days. Failure to make repayment within 45 days will result in:

1. Referral to the federal government for collection.
2. Ineligibility for federal financial aid from all colleges and universities until the overpayment of aid and interest due is paid to the U.S. Department of Education.

For policies concerning fee refunds for Residence Hall charges, please refer to the Residence Life contract.



# Academic Calendar

## 2015 Fall Semester

August 13 ..... Class Registration  
 August 13 ..... Freshman Assessment Day  
 August 14 ..... Faculty Study Conference & Class Registration  
 August 17 ..... **CLASSES BEGIN**  
 August 24 ..... Drop/Add Fees & Late Registration Fees Begin  
 August 28 ..... Last Day for Full Refund of Fees  
 September 7 ..... Dismissal for Labor Day  
 September 11 ..... Withdrawal after this Date No Refund of Fees  
 October 12-13 ..... Fall Break  
 October 30 ..... Last Day to Withdraw from a Class with a "W"  
 November 25-27 ..... Dismissal for Thanksgiving Holiday  
 November 30 ..... Last Day for Complete Withdrawal with all "W's"  
 December 4 ..... Last Day of Classes  
 December 7-11 ..... Final Examinations  
 December 11 ..... End of Semester  
 December 12 ..... Commencement

## 2016 Spring Semester

January 14 ..... Class Registration  
 January 15 ..... Faculty Study Conference & Class Registration  
 January 18 ..... Martin Luther King Jr. Day Holiday  
 January 19 ..... **CLASSES BEGIN**  
 January 25 ..... Drop/Add Fees & Late Registration Fees Begin  
 January 29 ..... Last Day for Full Refund of Fees  
 February 12 ..... Withdrawal after this Date - No Refund of Fees  
 March 21-25 ..... Spring Break  
 April 8 ..... Last Day to Withdraw from a Class with a "W"  
 May 2 ..... Last Day for Complete Withdrawal with all "W's"  
 May 6 ..... Last Day of Classes  
 May 9-13 ..... Final Examinations  
 May 13 ..... End of Semester  
 May 14 ..... Commencement

## 2016 Summer Semester

May 23 ..... Ten and Six Week Sessions Begin  
 May 30 ..... Memorial Day Holiday  
 June 6 ..... First Four Week and Eight Week Session Begins  
 June 9 ..... Last Day for Full Refund of Fees \*  
 July 4 ..... Dismissal for Fourth of July Holiday  
 July 5 ..... Second Four Week Session Begins  
 July 14 ..... Last Day to Withdraw from a Class with a "W" \*  
 July 25 ..... Last Day for Complete Withdrawal with all "W's" \*  
 July 25-28 ..... Final Exams\*  
 July 28 ..... End of Semester

\* Based on 8 week session running from June 6 to July 28

August 2015						
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# Academic Calendar

## 2016 Fall Semester

August 18	Class Registration
August 19	Class Registration & Faculty Study Conference
August 22	<b>CLASSES BEGIN</b>
August 29	Drop/Add Fees & Late Registration Fees Begin
September 1	Last Day for Full Refund of Fees
September 5	Dismissal for Labor Day
September 16	Withdrawal after this Date No Refund of Fees
October 17-18	Fall Break
November 4	Last Day to Withdraw from a Class with a "W"
November 23-25	Dismissal for Thanksgiving Holiday
December 5	Last Day for Complete Withdrawal with all "W's"
December 9	Last Day of Classes
December 12-16	Final Examinations
December 16	End of Semester
December 17	Commencement

## 2017 Spring Semester

January 12	Class Registration
January 13	Class Registration & Faculty Study Conference
January 16	Martin Luther King Jr. Day Holiday
January 17	<b>CLASSES BEGIN</b>
January 23	Drop/Add Fees & Late Registration Fees Begin
January 27	Last Day for Full Refund of Fees
February 10	Withdrawal after this Date - No Refund of Fees
March 20-24	Spring Break
April 7	Last Day to Withdraw from a Class with a "W"
May 1	Last Day for Complete Withdrawal with all "W's"
May 5	Last Day of Classes
May 8-12	Final Examinations
May 12	End of Semester
May 13	Commencement

## 2017 Summer Semester

May 22	Ten and Six Week Sessions Begin
May 29	Memorial Day Holiday
June 5	Eight Week and First Four Week Sessions Begin
June 8	Last Day for Full Refund of Fees *
July 3	Second Four Week Session Begins
July 4	Dismissal for Fourth of July Holiday
July 13	Last Day to Withdraw from a Class with a "W" *
July 24	Last Day for Complete Withdrawal with all "W's" *
July 24-27	Final Exams*
July 27	End of Semester

\* Based on 8 week session running from June 5 to July 27

February 2017						
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January 2017						
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# MISSOURI SOUTHERN STATE UNIVERSITY

- ACADEMICS**
- 1. Unimel Technology Building
  - 5. Biology Pond
  - 6. Robert W. Plaster Free Enterprise Center
  - 8. Kuhn Annex
  - 9. Kuhn Hall
  - 10. Reynolds Hall
  - 20. Spiva Library
  - 27. Child Development Center Daycare
  - 29. Simulation Center
  - 30. Julie S. Leon Health Science Center
  - 31. Corley Dental Hygiene Clinic
  - 34. Phency Hall
  - 35. Spiva Art Gallery
  - 36. Webster Hall
- ADMINISTRATION**
- 2. University Police
  - 3. Physical Plant
  - 4. Custodial Warehouse/ Fire Safety & Environmental Health Office
  - 10. Mission Annex
  - 11. Ralph L. Gray Alumni Center
  - 12. Billingsly Student Center
  - 19. Harniss Hall
  - 58. Mills Anderson Public Safety Center
- ATHLETICS**
- 23. Robert Ellis Young Gymnasium
  - 24. Leggett & Platt Athletic Center
  - 26. Hal Boden Soccer Field
  - 39. Fred G. Hughes Stadium
  - 40. Gene Wild Softball Field
  - 41. Lea Kings Softball Field
  - 42. MSSU Cross Country Course
  - 60. Baseball Stadium
  - 61. North End Zone Field House
- DINING**
- 15. The Lion's Den
  - 21. Coffee Shop
  - 52. Dianne Mayes Student Life Center
- HEALTH**
- 14. Wilcoxon Health Center
- POINT OF INTEREST**
- 5. Biology Pond
  - 7. Correll Auditorium
  - 17. Lion Icon Statue
  - 27. Child Development Center Daycare
  - 29. Simulation Center
  - 31. Corley Dental Hygiene Clinic
  - 32. Taylor Performing Arts Center
  - 33. Earl Walton Theatre
  - 37. W. Robert Corley Auditorium
  - 38. KGS TV/ KXAS Radio
  - 43. Robert W. Plaster Sports Complex
  - 62. FEMA Shelter
  - 64. Phelps Theatre
  - 65. Bookstore
- RESIDENCE HALLS**
- 44. Mitchell Hall
  - 45. Maughn Hall
  - 46. Stone Hall
  - 47. Headless Hall
  - 48. Esal Hall
  - 49. Dyer Hall
  - 50. Charnan Hall
  - 51. Baine Hall
  - 53. Stegge Hall
  - 54. Gockel Hall
  - 55. McCormick Hall
  - 63. Quad Buildings A-F
- UNCATEGORIZED**
- 18. Flag of Freedom Memorial
  - 28. Taylor Auditorium
  - 59. Criminal Justice Auditorium

- RECREATION**
- 13. Student Recreation Center
  - 22. Olympic Pool and Racquetball Courts
  - 25. Tennis Courts
  - 52. Dianne Mayes Student Life Center
  - 56. Tennis Volleyball Courts
  - 57. Military Science Ropes Tower



## ACADEMIC BUILDINGS

- 1 **Anderson Public Safety Center**  
Anderson Auditorium  
Criminal Justice  
Franklin Technology Center  
Law Enforcement Academy  
MOCAP Research Lab
- 2 **Fine Arts Complex**  
Art Department  
Music Department  
Phinney Recital Hall  
Spiva Art Gallery of MSSU
- 3 **Gene Taylor Hall**  
Child Development Center  
Honors Program  
Teacher Education
- 4 **Julio S. Leon Health Sciences Center**  
Corley Dental Hygiene Clinic  
Nursing  
Paramedic  
Psychology  
Radiology  
Respiratory Care
- 5 **Hearnes Hall**  
Academic Advising & Testing  
Services (ACTS)  
Administrative Offices  
Advancement, Development, & Foundation  
Bursar  
Business Office  
Enrollment Services  
Financial Aid  
First-Year Experience  
Human Resources  
Project Stay  
Registrar  
Student Success Center
- 6 **Kuhn Hall & Kuhn Annex**  
English & Philosophy
- 7 **Mansion Annex**  
University Relations

## ACADEMIC BUILDINGS

- 8 **Reynolds Hall**  
Biology & Environmental  
Health  
Chemistry & Physical Sciences  
Mathematics
- 9 **Robert W. Plaster Free Enterprise Center**  
Business Administration  
Computer Information Science  
Cornell Auditorium  
Information Technology  
Services  
International Trade & Quality  
Center  
Small Business Technology  
Development Center
- 10 **Spiva Library**  
Career Services  
Library
- 11 **Thomas E. Taylor Performing Arts Center**  
Bud Walton Theatre  
Taylor Auditorium  
Theatre
- 12 **Ummel Technology Building**  
Anatomy & Physiology Labs  
Computer Aided Drafting & Design  
Engineering Technology
- 13 **Webster Hall**  
88.7KXMS / Fine Arts Radio  
International  
The Chart - Student Newspaper  
Communications  
Distance Learning  
Graduate Center  
Institute of International  
Studies  
Missouri Southern Television  
(KGCS-LP)  
Social Science  
W. Robert Corley Auditorium

## ATHLETIC FACILITIES

- 14 **Cross Country Track**
- 15 **Hal Bodon Soccer Field**
- 16 **Joe Becker Stadium**  
(Home of Baseball Lions)  
Located at 3rd & High Streets
- 17 **Kungle & Wild Softball Fields**
- 18 **Leggett & Platt Athletic Center**  
Freeman Fitness Center  
St. John's Track  
Athletics
- 19 **Robert E. Young Gymnasium**  
Kinesiology  
Swimming Pool  
Racquetball Courts  
Development Offices
- 20 **Robert W. Plaster Sports Complex**
- 21 **Tennis Courts**

## AREAS OF INTEREST

- 28 **Biology Pond**
- 29 **Oriental Bridge**
- 30 **Picnic Shelter**
- 31 **Stults Memorial Garden**
- 32 **Flag of Freedom Plaza**

## CAMPUS SUPPORT

- 33 **Campus Fire Safety and Environmental Health**
- 34 **Grounds Shop**
- 35 **Hempen House**
- 36 **Physical Plant**  
Central Stores and Receiving  
Greenhouse  
Facility Operations and Maintenance
- 37 **University Police Department**

## STUDENT SUPPORT

- 22 **Beimdiek Student Recreation Center**
- 23 **Billingly Student Center**  
Bookstore  
Campus Card Service Center and Ticket Office  
Lion's Den Food Court  
Office Services (Copy and Mail Center)  
Phelps Theatre  
Student Services Office
- 24 **Dianne Mayes Student Life Center**  
Cafeteria  
Recreation Facilities  
Residence Life Office
- 25 **Joplin Regional Center**  
Educational Talent Search  
University Relations & Marketing
- 26 **Ralph L. Gray Alumni Center**
- 27 **Willcox Student Health Center**

## RESIDENCE HALLS

- A **Blaine Hall**
- B **Dishman Hall**
- C **Dryer Hall**
- D **East Hall**
- E **Gockel Hall**
- F **Headlee Hall**
- G **McCormick Hall**
- H **Maupin Hall**
- I **Mitchell Hall**
- J **Stegge Hall**
- K **Stone Hall**

# Contact Information

Missouri Southern State University • 3950 E. Newman Road • Joplin, Missouri 64801-1595

**417.625.9300 • 1.866.818.MSSU • [www.mssu.edu](http://www.mssu.edu)**

Academic Affairs . . . . .	625-9394	International Student Office . . . . .	625-9372
ACTS - Advising, Counseling & Testing Services . . .	625-9324	KGCS-TV . . . . .	625-9375
Admissions Office . . . . .	625-9378	KXMS-88.7 . . . . .	625-9356
Alumni Affairs . . . . .	625-9355	Library . . . . .	625-9386
Assessment/Institutional Research Center . . . . .	625-9349	Missouri Southern Foundation . . . . .	625-9396
Athletics - Baseball, Basketball, Cross Country (M), Football, Golf, Track & Field (M) . . . . .	625-9317	News/Publications . . . . .	625-9399
Athletics - Cross country (W), Soccer, Softball, Tennis, Track & Field (W) . . . . .	625-9316 or (877-946-6772)	Physical Plant . . . . .	625-9331
Beimdiek Recreation Center . . . . .	659-5455	President's Office . . . . .	625-9501
Blackboard Help Desk . . . . .	625-9885	Project Stay . . . . .	625-9830
Bookstore . . . . .	625-9380	Purchasing . . . . .	625-9329
Book Rental . . . . .	625-9306	Registrar . . . . .	625-9389
Bursar's Office (Cashier) . . . . .	625-9381	Residence Halls	
Business Affairs . . . . .	625-9728	Blaine Hall . . . . .	659-4107
Cafeteria . . . . .	625-9825	East Hall . . . . .	659-4378
Campus Card Services Center . . . . .	659-5463	McCormick Hall . . . . .	659-4190
Career Services . . . . .	625-9343	Student Life Center . . . . .	659-4461
Catalog & Bulletins . . . . .	625-9378	Residence Life . . . . .	625-9522
Child Development Center . . . . .	625-9360	Public Safety . . . . .	626-2222
Continuing Education . . . . .	625-9785	School of	
Credit Evaluations/Transcripts . . . . .	625-9389	Arts & Sciences . . . . .	625-9385
Dental Hygiene Clinic . . . . .	625-9709	Business Administration . . . . .	625-9319
Distance Learning . . . . .	877-837-8527	Education . . . . .	625-9314
Dual Credit . . . . .	625-9785	Health Sciences, Public Safety, & Technology . .	625-9328
Faculty Appointments . . . . .	625-9394	Small Business & Technology Development Center .	625-3128
Financial Aid and Scholarships . . . . .	625-9325	Southern Welcome Orientation . . . . .	625-9731
First-Year Experience Program . . . . .	625-9731	Sports Information . . . . .	625-9359
Gifts & Annuities . . . . .	625-9396	Student Activities . . . . .	625-9346
Graduate Office (MSSU)		Student Affairs . . . . .	625-9392
Business . . . . .	625-9319	Student Disability Services . . . . .	659-3725
Education . . . . .	625-9314	Student Employment . . . . .	625-9398
Technology . . . . .	625-9328	Student Organizations . . . . .	625-9320
Graduate Office (UMKC) . . . . .	625-3133	Student Success Center . . . . .	659-3725
Health Center . . . . .	625-9323	Swimming & Racquetball . . . . .	625-9390
Honors Program . . . . .	625-3005	Testing (ACTS) . . . . .	625-9595
Housing . . . . .	625-9522	Theatre Box Office . . . . .	625-3190
International Admissions . . . . .	625-3126	Ticket Office (BSC) . . . . .	625-9366
Institute of International Studies . . . . .	659-4442	University Relations & Marketing . . . . .	625-9399
International Student Exchange Program . . . . .	625-9736	Veterans Affairs . . . . .	625-3159

ADVISING, COUNSELING &  
**TESTING SERVICES (ACTS)**

ADMISSIONS

BURSAR

CAMPUS CARD

SERVICES CENTER

CAREER SERVICES

FINANCIAL AID

FIRST-YEAR EXPERIENCE

**INTERCOLLEGIATE ATHLETICS**

RECREATIONAL SERVICES

REGISTRAR

RESIDENCE LIFE

STUDENT LIFE CENTER

STUDENT ACTIVITIES

STUDENT DISABILITY  
SERVICES

**STUDENT HEALTH SERVICES**

STUDENT POLICIES

STUDENT SENATE

STUDENT SUCCESS CENTER

STUDENT RETENTION

TRIO PROGRAMS

- **TALENT SEARCH**

- **PROJECT STAY**

- **UPWARD BOUND**

UNIVERSITY DINING

SERVICES

UNIVERSITY POLICE



# Student Affairs

The policies and statements contained in the Student Affairs section were written for the undergraduate students at Missouri Southern State University and as such may not apply to our graduate students. Please check with the coordinator of the specific graduate program for more information.

**Vice President for Student Affairs & Enrollment Mgmt**Darren Fullerton**Billingsly Student Center - 417.625.9392****Mission**

The Division of Student Affairs at Missouri Southern State University is committed to creating a positive campus community which values student success and life-long learning in a global society. The division provides students with a variety of programs, services, and facilities that enhance and support their academic experience and prepares them to meet life-long intellectual, ethical, personal and career challenges.

**Purpose and Objectives**

The division includes Advising Counseling and Testing (ACTS), Admissions, Bursar, Career Services, Dean of Students, Dean of Retention, Financial Aid, First Year Experience, Food Service, International Admissions, Disability Services, Recreational Services and Wellness, Registrar, Residence Life, Student Activities, Student Health Services, Student Senate, Student Success Center, TRIO Programs (Project STAY, Upward Bound and Talent Search), and University Police.

With the goal of helping students to fully develop and achieve their educational goals, professional staff members are trained to support students by:

1. providing a campus climate in student residence and campus affairs that is conducive to academic achievement;
2. providing services which will assist in the self-development of all students and promote the understanding of their own purposes for being in college;
3. providing, through student government, student organizations and student activities, both an opportunity to practice democratic living, with both rights and responsibilities and a chance to learn to work effectively and cooperatively with others;
4. providing an opportunity for those individuals who are capable of profiting from higher education by providing financial assistance, when necessary, in the form of scholarships, grants, loans and employment;
5. helping each student develop a sense of individual responsibility and self-discipline;
6. interpreting college objectives, policies and rules to students and communicate student attitudes, opinions and activities to the faculty, administration and general public;
7. providing student health services that meet the emergency and temporary medical needs of all students;
8. providing an opportunity for students to gain information about the world of work and job opportunities; and
9. providing assistance and direction in matching student qualifications with job requirements.

**ADVISING, COUNSELING & TESTING SERVICES (ACTS)****Kelly E. Wilson**

DIRECTOR

**Hearnes Hall 314 • 417.625.9324****acts@mssu.edu****mssu.edu/advising-counseling-testing-services**

The primary goal of the Advising, Counseling and Testing Services (ACTS) department is to promote the student's academic and personal development. Services are provided for individuals with educational, academic, personal and social concerns. Experienced professional staff and clinical counselors provide individual counseling for academic, career and short-term personal concerns as well as offer a variety of tests, inventories and referral services.

**Advising Services****MSSU Academic Advising Mission**

The Academic Advising mission at Missouri Southern is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning.

**Vision**

At Missouri Southern State University, academic advising provides students with the opportunity to build a relationship with their advisor for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success and in learning how to access the variety of resources and services available to them on the Missouri Southern campus.

Academic advising is an extension of teaching. Academic advising is a collaborative educational process whereby students and their advisors are partners in meeting the essential learning outcomes, facilitating student academic success and outlining the steps for achievement of the students' personal, academic and career goals. This advisor/student partnership requires participation and involvement of both the advisor and the student as it is built over the student's entire educational experience at Missouri Southern. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful.

Missouri Southern State University adopts the National Academic Advising Association (NACADA, 2006) Core Values and the Council for the Advancement of Standards in Higher Education (CAS, 2007).

**Students with Declared Majors**

Students, who have declared an academic major, will be assigned to a faculty member in the department of their major. Advisor assignments for new freshman will take place during the UE 100 University Experience Class. Advisor assignments are made at the departmental level.

**Undecided Students**

Students who have not declared an academic major area of study will be assigned an advisor from the ACTS staff. Approximately 60 percent of the entering freshmen are undecided. At the beginning of each semester, the ACTS staff conducts group advising sessions for their undecided students. These sessions are then followed up with an individual appointment with the academic advisor to discuss an academic plan and preparation for enrollment into the next semester classes. Advisors work closely with students in explor-

ing their educational and degree options. The responsibility for satisfying all requirements rests with the student. Advisors, faculty and administration assist in meeting this responsibility.

### Career Exploring

Students who are uncertain of their major are encouraged to explore careers by:

1. Enrolling in a Career and Life Planning course (UE 105)-This class is designed to assist students in clarifying values, assessing competencies and interests, making decisions, securing information on occupations, educational opportunities and selecting appropriate career development strategies; or

2. Meet individually with an advisor in the ACTS office to identify, understand and explore academic/career related concerns.

### Major Fair

The intent of this fall program is to provide a centralized opportunity for students to investigate various curricular and career options in one place at one time and allows academic departments to showcase their majors and minors.

### Counseling Services

Confidential, personal counseling is available at no charge to students who may be struggling with relationship issues, anxiety, stress, depression, adjustment issues, grief, trauma or problems with eating disorders or drug or alcohol abuse. Contact the ACTS department in person or by phone to set up an appointment. Clinical Counselors are licensed professionals. Referrals to additional resources may be given as appropriate.

### Consultation and Referral

Clinical Counselors are available, upon request, to provide consultation to the administration, faculty, staff and students. The staff also will facilitate referrals to outside agencies and to licensed professionals as needed.

### Emergency

Crisis Intervention is provided to deal with situations requiring immediate attention. Call the University Police Department at 417-626-2222. If that line is not answered for some reason, you may call 911 and the JPD Communications Center will dispatch a UPD officer directly. For more information about being safe on campus visit [www.mssu.edu/police](http://www.mssu.edu/police).

### Other Services

Outreach: Special programs and workshops designed to define and/or to prevent problems and to improve the quality of college life are presented. These offerings provide information, techniques and skills relevant to specific topics of interest such as: stress management, test anxiety, self-esteem and building successful relationships.

### Testing Services

Missouri Southern is a national testing center for the following examinations:

1. ACT (Placement test for college entrance)
2. Missouri Educator Gateway Assessment
3. HiSET (Missouri High School Equivalency Exam)
4. MAT (Miller's Analogy Test for graduate school)
5. CLEP (College Level Examinations Program)
6. Pearson VUE (Select exams)
7. LSAT (Placement test for law school)
8. Praxis Series (National Teacher's Exam)

### The CLEP (College Level Examination Program)

Administered by appointment. The student must contact the ACTS department to register prior to the testing time/day. This program is designed to allow students to receive, upon attaining a passing grade, proficiency credit for General Education Requirements. In order to receive credit for a CLEP examination, a student must have the following qualifications:

- (a) not have taken an examination over the course within the preceding three months;
- (b) not have credit in a more advanced course in the same field;
- (c) be working toward a degree at Missouri Southern State University;
- (d) not use the examination to replace a previously earned grade.

### Proctoring Tests

The ACTS department also provides proctors and a testing room for students taking correspondence courses from other accredited institutions. Appointments must be made prior to taking the test. A fee will be charged for each test administered.

### TOEFL

All students whose native language is not English, who wish to transfer with 24 hours are required to have either the TOEFL or the Michigan College English Test. For more information on the TOEFL exam visit Educational Testing Services at [www.ets.org](http://www.ets.org). Minimum TOEFL scores are:

- Score of 520 + for TOEFL paper based plus TOEFL writing 4.0 +
- Score of 190 + for TOEFL computer-based plus TOEFL writing 4.0 +
- Score of 68 + for TOEFL internet based plus TOEFL writing 4.0 +

### HiSET

The ACTS department also provides the HiSET High School Equivalency Test as a service to Missouri residents who were unable to complete their high school education. The person making an acceptable score on the HiSET test will receive a high school equivalency certificate from the Missouri State Department of Education. Application process: visit [hiset.ets.org](http://hiset.ets.org) for additional information and to schedule an exam.

## Student Success Initiatives

### Lion Alert

Lion Alert is part of our Student Success Initiatives to provide support and interventions for students who have been identified as academically at-risk. The focuses of the Lion Alert efforts are on actions taken by the student and on behalf of students early in their semester and early in their college studies. Early referral and early response allows for resources to be provided before any prolonged struggle. Referrals are made online through Missouri Southern's Lionet portal.

### Mid-Term Grades

Mid-term grades supports Missouri Southern State University's commitment to student success. Midterm grades are indicators of a student's progress. They are equally important to the potential Dean's List student, the student on probation and the marginal student. In each case, the student's efforts can be directed to achieve his or her goals. Midterm grades are not recorded on official student transcripts.

A student will be considered academically at-risk if his/her midterm grade point average (average based on that term's midterm grades) falls below 2.0. A student at-risk (in this situation) will be encouraged, by letter, to meet with his/her faculty advisor to discuss options and implement a course of action to improve the student's academic performance. Mid-term grades are reported to students through the University's Lionet portal.

### Path to Academic Success (PASS)

PASS is an early warning program designed to assist freshmen students who are academically at-risk. The program aims at enhancing academic success through a variety of academic success services including personalized academic success plans, individual academic coaching, strategic workshops and periodic progress checks. This program is not a class; it is an academic support system.

## ADMISSIONS

**Derek Skaggs**  
DIRECTOR OF ADMISSIONS  
**Hearnes Hall 106 • 417.781.6778**  
**admissions@mssu.edu**  
[mssu.edu/admissions](http://mssu.edu/admissions)

Admission decisions are based on current admission policies established by the Board of Governors and are made in accordance with the recommendations of the Coordinating Board for Higher Education. Students are encouraged to apply for admission early. Applications are available through the Admissions Office, online at <http://www.mssu.edu/admissions/apply-now.php> and most high schools and community colleges. Admission requirements are subject to change without notice. Missouri Southern State University encourages students from private, home schooling and non-accredited high schools to contact the Admissions Office for details on how to be accepted into Missouri Southern.

### Credentials Required for Freshman Admission

#### Regular Admission

- (1) High School Transcript:** An official transcript of high school credits must be filed showing that requirements for graduation have been met. A 6th, 7th or 8th semester rank in class must appear on the record. The University will accept a satisfactory score on the General Educational Development (GED) test in lieu of a high school transcript.
- (2) Placement Test:** Missouri Southern participates in the American College Testing Program (ACT). Scores from the enhanced battery must be presented as an admission credential. These tests are administered at nationally approved test centers five times a year. Missouri Southern is a test center. Students over the age of 21 applying as first-time freshmen are not required to submit an ACT score; however, ACT or MSSU placement tests must be taken if no math or English class has been completed prior to enrolling in those classes. Either ACT or SAT scores are acceptable.
- (3) Application:** Missouri Southern admits students on a rolling basis. Students are encouraged to apply early. The application for admission must be submitted to the Admissions Office one week before the first day of enrollment (see University calendar on page 16). This includes all credentials required by the Admissions Office.
- (4) Application Fee:** A fee of \$25 must be included with the application for admission. (This fee is non-refundable and non-applicable to other college fees.)
- (5) Miscellaneous Requirements:** Additional credentials may be required from students whose application credentials raise questions about their acceptability into the student body. While the University makes every effort

to give each applicant an opportunity for a college education, it reserves the right to deny admission when the University's ability to meet the need of the student and/or the welfare of the student body is in question. Students who do not attend Missouri Southern within one year after making application must submit new credentials when seeking admission.

### Current Admission Requirements for First-Time Entering Freshmen:

An applicant must meet one of the following:

- ACT Composite Score of 21 or higher
- Top 50% rank in class
- 2.25 cumulative GPA

Applicants who do not meet one of these requirements will be reviewed by the selection committee.

### High School Core Curriculum Requirement

The University strongly encourages high school students to follow the Core Curriculum recommendations outlined by the Missouri Coordinating Board for Higher Education. The core includes:

**English, 4 units.** Two units emphasizing composition or writing skills are required. One unit may be speech or debate.

**Mathematics, 4 units.** The units must include Algebra I, Algebra II, Geometry and a fourth higher level mathematics course.

**Social Studies, 3 units.** Courses should include United States history and courses selected from world history, government, geography and economics.

**Science, 3 units.** General Science does not count. One unit must include a laboratory. Biology, physics and chemistry are strongly recommended.

**Visual/Performing Arts, 1 unit.** Fine arts courses include such areas as visual arts, music, dance or theatre.

**Electives, 3 units.** Electives may be selected from world geography, higher level mathematics, additional science, foreign languages (if a language is chosen as an elective, the University recommends 2 units of the same language), advanced placement courses or a combination of the core courses listed above.

### Admission requirements are subject to change without notice.

**Admissions Review Committee:** Individuals who do not meet the University's admission criteria will have their application forwarded to the review committee. The committee may make one of four decisions: grant regular admission, admit conditionally, deny admission or admit as a special non-degree seeking student.

Individuals who have been convicted of a felony are asked to report this information on the application for admission and provide an explanation to the nature of the felony conviction. Individuals indicating a prior felony conviction will be reviewed by the committee to determine acceptance. If the student is not accepted for admission, an appeal can be submitted in writing to the Vice President for Student Affairs.

### Students With Previous College Experience / Former MSSU Students:

Former Missouri Southern State University, Jasper County Junior College and Joplin Junior College students must inform the Admissions Office of their intention to return. Students will be required to update their credentials by using the re-admission application form. No application fee is required.

## Transfer Students: Transfer Admission Requirements

Applicants must meet the following conditions:

1. The student must be in good standing at the institution from which they are transferring.
2. The student must have a cumulative GPA of 2.0 or higher (on a 4.0 scale) for all work attempted.

Any transfer student falling below a 2.0 GPA but above the University's standards of progress may be considered for admission on probation. Individuals who do not meet the University's admission criteria will have their application forwarded to the review committee. The committee may make one of four decisions: grant regular admission, admit conditionally, deny admission or admit as a special non-degree seeking student.

First time transfer students who have completed the State of Missouri general education curriculum (42 semester hours) or have earned the Associate of Arts (AA) degree from a two-year or four-year regionally accredited U.S. institution prior to enrolling at MSSU are assumed to have met Areas A through H of the MSSU general education curriculum requirements with the possible exception of the state legislation requirement for the U.S. Constitution, Missouri Constitution and American History. See the Academic Affairs section of the catalog under State Legislation Requirements for more details. Transfer students must additionally meet requirements for Area I of the general education curriculum.

Transfer students who have not completed the above general education curriculum will have their courses evaluated on a course-by-course basis. Credits from a regionally accredited two-year college will be accepted to meet lower division (100-200 level) requirements only.

MSSU will accept unlimited lower division transfer hours from regionally accredited two-year colleges. These existing policies must be met:

1. Students must earn 30 of the last 36 hours at MSSU.
2. One-half of the major requirements must be earned at MSSU.
3. Forty upper-division (300-400) hours are required for graduation.
4. Writing and computer literacy requirements.

The following credentials must be submitted to the Admissions Office:

1. Official transcripts from all previously attended institutions.
2. Eligibility to return to last institution attended.
3. Payment of the \$25 non-refundable application fee.
4. ACT or MSSU placement tests must be taken if no math or English class has been completed prior to enrolling in those classes.

Transfer students who have been awarded a baccalaureate degree from a regionally accredited U.S. college or an accepted foreign equivalent, prior to enrolling at MSSU, are assumed to have fulfilled all lower division general education curriculum requirements except the state legislation requirements. All transfer and post graduate students must also fulfill the state legislation requirement for the U.S. Constitution, Missouri Constitution and American History. See the Academic Affairs section of the catalog under State Legislation Requirements.

Transfer students seeking admission to Missouri Southern State University from colleges or universities not accredited by a regional association may be given full recognition for their credits earned when the credit is appropriate to the student's degree programs and after Missouri Southern State University has validated the courses. Applicants must meet the following conditions:

1. The student must be in good standing at the institution from which they are transferring.
2. The student must have a cumulative GPA of 2.0 or higher (on a 4.0 scale) for all work attempted.

Any transfer student falling below a 2.0 GPA but above the University's standards of progress may be considered for admission on probation.

Transcripts submitted to Missouri Southern State University become the property of

the university and cannot be returned to the student or forwarded to other institutions.

**Transfer Articulation Appeal Process:** Transfer students have the right to appeal course articulation from transferring institutions. If you feel a course has not been given proper credit at MSSU, please contact the Office of the Registrar at MSSU regarding the appeal process. Issues that can be resolved by the Office of the Registrar require no further action by the student or institution.

Courses from non-regionally accredited schools may be challenged for credit by completing a General Academic Petition. The petition must be accompanied with a course syllabus and credentials of the course instructor. Petitions are routed to the department of the course for review and final determination of credit.

Courses from regionally accredited schools that have not been articulated for course credit may be challenged for academic credit toward a degree by completing the General Academic Petition. Appeals require approval from both the department of the course, the department of the major and the respective dean.

Disputes regarding how a course was articulated may be challenged through the appeal process also. The academic department has final determination on course articulation.

Transfer students may request the assistance of the articulation officer from the sending institution in reviewing the situation and giving advice on the merits of the appeal. For additional information from the Missouri Department of Higher Education regarding course articulation please visit: IV. Procedures for Review of Credit Transfer Policy and Compliance found at <http://www.dhe.mo.gov/policies/credit-transfer.php#appeals-process>.

**Transient Students:** Students in good standing at other colleges and universities may wish to enroll at Missouri Southern for the purpose of transferring back to their institutions the credit earned. Admission requires completion of the non-degree application form and payment of the \$25 non-refundable application fee. Students wishing to continue course work at Missouri Southern State University must complete the degree seeking admission application and meet admission criteria.

**International Students:** International students (not citizens of the United States) who wish to apply for admission should contact the Admissions Office or access the Admissions website ([www.mssu.edu/admissions](http://www.mssu.edu/admissions)) for the proper application forms and instructions. In addition to the admission credentials required of all students on page 22, international students must satisfy these concerns: (a) academic competency (b) ability to read and speak the English language adequately for college level study and (c) ability to finance the cost of education at Missouri Southern. All applicants whose first language is not English must prove English proficiency by showing one of the following: a score of at least 68 on the TOEFL Internet-based test (IBT) with a writing score of 25 or higher, or an IELTS score of at least 6.0 with a writing score of 5.5 or higher and no subject subscore below 5.0, or a Michigan English Placement Test (MEPT) score of at least 85. The Admissions Office must receive all application and accompanied credentials by the following dates:

Fall Semester	July 1
Spring Semester	December 1

The English-proficiency requirement also applies to students who are citizens of the United States and who use English as a second language.

**International English Program:** Students who do not meet the English competency standards on the TOEFL or the Michigan Test are required to take courses in the International English Program (IEP) before they can enroll in college level courses. As prerequisite courses the IEP courses are graded and count as hours enrolled/earned in determining student status.

**Dual Credit/Dual Enrollment:** Dual credit enables qualified high school students to take University-level courses taught by qualified high school instructors. Students simultaneously receive academic credit for the course from both the high school and MSSU. Dual enrollment enables qualified high school students to take University-level courses taught by an MSSU faculty member while simultaneously enrolled in the high school and MSSU. Credit is typically only awarded at the university level; however, students may be eligible to earn high school credit for such courses with approval from

the high school district. For more information about the program, students should contact the Office of Academic Outreach, Hearnes Hall room 315, phone 417-625-9785 or 417-625-9731.

### **Admission to Selective Programs**

**The Health Sciences:** (Nursing, Dental Hygiene, Radiology, Respiratory Therapy): Admission to Missouri Southern does not automatically confer admission to the programs of Nursing, Dental Hygiene, Radiology, and Respiratory Therapy. In addition to meeting the admission requirements for the University, candidates who are interested in these health career programs are required to apply for admission to the department. Application forms may be obtained from the specific departments, all located in the Health Sciences Building. Applications should be submitted by January 31 preceding the fall semester in which the student wishes to enroll. Each application is reviewed by the Admissions Committee of the respective department. See Nursing Department (page 198), Dental Hygiene Department (page 189), Radiology Department (page 204) or Respiratory Therapy Department (page 206) for full information on admission and acceptance criteria.

**Teacher Education:** Admission to Missouri Southern does not automatically confer admission to the Teacher Education Program. In addition to meeting the admission requirements to the University, candidates interested in the Teacher Education Program are required to apply for admission to the Teacher Education Department. For more details, please see the Teacher Education section of the catalog (page 176).

**Honors Program:** This program is intended to encourage academic excellence by providing special opportunities and challenges for exceptional students. Entrance into the program is by invitation. Interested students should write the Director of Honors Program for an application form.

**Special Admission:** A student who wishes to enroll in college but does not meet regular admission requirements may be permitted to enroll in classes as a non-degree seeking student. College hours completed in this status cannot be counted toward a degree until the student meets regular college admission criteria. Special admission classification is not eligible for financial aid.

Students who possess a high school diploma or GED may request reclassification by achieving one of the following:

1. Meeting all of the University's admission criteria.
2. Successfully completing 21 hours with a 2.0 GPA.

Students without a diploma or GED must complete 59 hours with a 2.0 GPA before a request for reclassification can be considered.

**60-Plus Program:** The 60-Plus Program is designed to serve interested individuals 60 years of age and over. Community residents may enroll in a course on a space-available basis without providing previous transcripts. Compliance with course prerequisites is necessary and is the student's responsibility. Enrollment takes place at the same time as regular student enrollment. Information concerning enrollment times, reduced fees and tuition costs can be found in the University schedule. A student may elect to receive a grade and credit for their course or they may audit the course with the permission of the instructor. If a student desires to become a regular student, he or she must make application to Missouri Southern for future semesters.

## **CAMPUS CARD SERVICE CENTER**



**Chris Owens**

MANAGER

**Billingsly Student Center 109 • 417.659.5463**

**lioncard@mssu.edu**

**mssu.edu/lioncard**

Located in the lower level of Billingsly Student Center, the Campus Card Service Center is a convenient location to obtain Lion Card IDs, place value in Lion Bucks debit accounts and obtain parking permits. In addition to Lion Card administration, the Campus Card Service Center is home to the MSSU Ticket Office where students can purchase tickets to on-campus events as well as area attractions.

### **Lion Card**

The Lion Card is a single-card solution that serves as MSSU's official MSSU identification and tracks meal plans, as well as providing debit account (Lion Bucks) capability, facility access control and access to campus venues such as the Beimdick Recreation Center.

Value placed in a Lion Bucks debit account can be used to purchase

- Food at the Billingsly Student Center Food Court and University Java
- Snacks and drinks from select vending locations on campus
- Printing in University personal computer labs
- Tickets at the Ticket Office
- Merchandise at the University Bookstore
- Print and mail services at Office Services
- Services at the Willcoxon Student Health Center

In order to take advantage of the debit account capability of the Lion Card, students must set up a Lion Bucks account at the Campus Card Service Center in person. A minimum deposit of \$10 is required at the time to open the account.

In addition to Lion Bucks purchases, the Lion Card system controls access to privileges such as: Beimdick Recreation Center, Willcoxon Student Health Center services and Spiva Library resources.

### **Parking Permits**

All vehicles must be registered in order to use campus parking facilities. Vehicles may be registered and parking permits obtained at the Campus Card Service Center or the Public Safety Office.

### **Ticket Office**

Tickets for selected athletic events as well as other on-campus events and area attractions, including amusement parks and the local movie theater, can be obtained at the Ticket Office located in Campus Card Service Center. Please see [www.mssu.edu/ticketoffice](http://www.mssu.edu/ticketoffice) for ticket information.

**For more information on Career Services, check out:**  
**<http://www.mssu.edu/career>**

## CAREER SERVICES

**Nicole Brown**

DIRECTOR

**Spiva Library 207 • 417.625.9343**

**careerservices@mssu.edu**

**mssu.edu/careerservices**

### Personalized Assistance

The Career Services Office offers individual appointments to assist in the creation and customization of resumes and cover letters for the job market and assists in the completion of employment and graduate school applications. All services are offered free of charge to MSSU students and alumni. Visit [mssu.edu/career](http://mssu.edu/career) to view a complete schedule of events or to access online resources. The Career Services Office assists students in:

- Choosing a major or career path
- Developing personal career goals
- Preparing for and navigating the job market
- Networking and navigating employment situations

### Online Resources

Visit [mssu.edu/career](http://mssu.edu/career) to access online resources:

- **Hire a Lion:** Online job network designed to connect MSSU students and alumni with employers offering full-time, part-time, internship, and volunteer opportunities.
- **Optimal Resume:** Web-based system designed to assist with the creation of high-quality resumes and cover letters. The mock interview module allows users to view sample interview questions and answers, then record responses for self-critique.

• **Job Shadowing:** The Career Services Office connects students with community professionals to gain first-hand knowledge about career paths and work environments.

• **Mock Interviews:** The Career Services Office offers online and in-person mock interviews to assist students in preparing for a variety of interview scenarios.

• **Career Events:** The Career Services Office hosts a variety of career events throughout the year. Event details can be found online at [mssu.edu/career](http://mssu.edu/career).

• **Super Leaders:** The Super Leader Program introduces participants to the community and career opportunities. Anyone who has a genuine interest in community leadership and wants to broaden their scope of knowledge beyond their current level is encouraged to apply for the Super Leaders Program. Students interested in applying must be enrolled in a minimum of six hours at Missouri Southern State University and complete the application process.

## STUDENT DISABILITY SERVICES

**Lori Musser**

COORDINATOR FOR STUDENT DISABILITY SERVICES

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**musser-l@mssu.edu**

**mssu.edu/disability-services**

Missouri Southern State University strives to assure that no qualified person with a disability shall, solely by reason of the disability, be denied access to, participation in or the benefits of any program or activity operated by Missouri Southern. Reasonable accommodations are provided to ensure equally effective access to the University. Access can mean many different things. On one level, we are a "young" campus, our buildings are all accessible. Each building is equipped with automatic door openers, elevators and accessible facilities. Access also applies to what happens in the classroom. Our instructors are committed to a meaningful learning environment for all students. Qualified students with documentation may access services such as note takers, electronic textbooks, testing outside the classroom, sign language interpreters, enlarged

materials, assistive technology and equipment, etc.

A student seeking accommodation must make his/her request to the Coordinator for Student Disability Services. Preferably, the student will make this request in person. If it is not feasible for the student to meet in person, the request for accommodation can be made in writing or via electronic mail with appropriate identification. Requests for accommodation made to University personnel other than the Coordinator will not be supported by the Student Disability Services Office.

The request for accommodations should be made far enough in advance to allow for adequate time to respond to the request. The time required to put accommodations into place will vary with the type of accommodation. For example, arranging to take a test in the Student Success Center requires 48 hours notice. Requesting a sign language interpreter should be done at least three months prior to the start of classes to insure the availability of an interpreter. The specific time allowances and how to request different accommodations can be found in the Student Disability Services Policies and Procedures, Procedure 6.00, available from the Coordinator for Disability Services or on the website: [www.mssu.edu/disability-services/](http://www.mssu.edu/disability-services/).

All students are asked to provide documentation when requesting accommodations for two reasons (1) To establish that the individual is a person with a disability (2) To determine appropriate accommodations. The documentation must establish that the person has a substantial limitation in a major life activity and is therefore an individual with a disability. Documentation may be required from more than one professional source in order to clearly identify the need for accommodations for individuals with multiple disabilities.

All documentation, regardless of source, should contain the following six essential features:

1. A diagnostic statement identifying the disability, date of the current diagnostic evaluation and the date of the original diagnosis.
2. A description of the diagnostic criteria or diagnostic tests used.
3. A description of how the disability affects one of the major life activities and the current functional impact of the disability.
4. Treatments, medications, assistive devices/services currently prescribed or in use.
5. A description of the expected progression or stability of the impact of the disability over time should be included.
6. Information describing the certification, licensure and or the professional training of individuals conducting the evaluation.

The age of the documentation will vary dependent on the type and nature of the disability. This variance occurs because some disability-related needs are static while others change rapidly. Detailed guidelines for documentation for each area of disability are available from the Coordinator.

The Coordinator shall make determination of reasonable accommodations for students based on appropriate documentation provided by the student. The authority to make such decisions on behalf of the institution has been assigned by the Vice President for Student Affairs.

Once appropriate documentation has been supplied to the Coordinator and the determination has been made that the documentation supports the need for accommodation, the student and Coordinator will draw up an Accommodation Plan. The Accommodation Plan will remain in effect until either (1) the plan's date of expiration passes or (2) the student requests an accommodation not previously listed on the plan. In the event of the second, the Accommodation Plan will be adjusted in accordance with the student's documentation supporting the request.

The student is responsible for notifying faculty of any accommodations that he or she may be accessing in relationship to the faculty member's class. The student will be given a memo from the Coordinator detailing the authorized accommodations.

If the accommodations listed in the Accommodation Plan are not provided or are not effective in providing equal access, the student or faculty member should follow the procedures for filing a grievance listed in Policy and Procedure 9.00. All other issues (i.e. housing, sporting events, facility access, etc.) should follow the grievance procedures outlined in Procedure 9.02. The Grievance Procedures are available from the Coordinator, the Dean of Students, the Vice President for Student Affairs or our website: [www.mssu.edu/disability-services/](http://www.mssu.edu/disability-services/).

**FINANCIAL AID****Becca Diskin**

DIRECTOR OF FINANCIAL AID

**Hearnes Hall 109 • 417.625.9325****finaid@mssu.edu****mssu.edu/financial-aid****Mission**

The mission of the Financial Aid Office at Missouri Southern State University is to make education possible for students who would normally be deprived of a University education because of inadequate funds. Based on the belief that higher education should not be a privilege reserved only for those who can afford to purchase it and that educational opportunities should not be limited by the financial resources of the student and their family, the University will seek out funds making them available to current and prospective students so as to meet their demonstrated academic ability and financial need without regard to race, creed, national origin, age, sex or disability.

Missouri Southern participates in a variety of aid programs to assist qualified students who would otherwise not be able to attend the University. These funds – from private, institutional, state and federal sources – are coordinated to meet the individual student's need. There are programs based on various criteria such as financial need, performing ability and academic excellence. Each program has requirements for maintaining the award and students must meet satisfactory academic progress guidelines for continued assistance. It should be noted that institution standard requirements must be equal to or greater than federal aid. Foreign students are required to present a financial statement certifying they have sufficient funds to pay for all educational expenses. Information in this catalog regarding financial aid is subject to change without notice. Missouri Southern reserves the right to adjust a student's financial aid package to reflect a true change in the student's financial situation. Financial aid awards are subject to changes in institutional policy and State and Federal regulations.

For applications and detailed information concerning financial aid, view our website at <http://www.mssu.edu/financial-aid/index.php>. There is a wealth of financial aid available in many forms from a variety of sources.

**How to Apply for Financial Aid**

1. All applicants must complete the Free Application for Federal Student Aid (FAFSA) and request an electronic Personal Identification Number (PIN) which will be used in processing federal documents. MSSU prefers the electronic application on the Web at [www.fafsa.gov](http://www.fafsa.gov), where you may request a Personal Identification Number (PIN). Likewise, all applicants must have a current e-mail address where financial aid information will be sent. Application deadline for priority processing is April 1; however, all applications will be processed. The FAFSA will generate a Pell Grant, if applicant is eligible and will be used to determine eligibility for student loans, federal work-study and the Access Missouri Program.

Students who have not submitted all necessary financial aid documentation by May 1 for the Fall term, November 1 for the Spring term and March 1 for the Summer term are expected to pay their fees in full by the published due date.

2. Applicants selected for verification must provide additional documents requested (such as Federal Income Tax Transcript) to the Financial Aid office. Requested documents must be on file before any aid will be processed.

3. Applicants for PLUS loans must contact the Financial Aid Office for special instructions.
4. Applicants for Foundation Scholarships must complete a scholarship application online by March 1 for the upcoming fall term.
5. Transfer students must request an academic transcript for each college or university previously attended and have it evaluated by the Office of the Registrar so aid can be processed accurately. If a student transfers in the middle of an Aid year, they must request that all remaining financial aid disbursements be cancelled so their aid can be processed at MSSU.
6. Applicants for performance awards should contact the director of the program in which they wish to participate.
7. Applicants for special programs should contact the Financial Aid Office for instructions.
8. All students receiving any type of institutional scholarships or other types of aid processed through the Financial Aid Office must complete the FAFSA each academic year to continue to be eligible for aid.

**Repayment Notice for Federal Financial Aid**

Students who withdraw prior to the 60% completion of the semester will be subject to repayment of part or all of their aid, as determined by federal regulations. This includes official and unofficial withdrawals stemming from student's last date of attendance prior to the 60% of semester earned.

Students will be notified in writing of any amount due as a result of withdrawal. A hold will be placed on the student's account until repayment is made in full.

Students must make repayment of their portion of financial aid within 45 days. Failure to make repayment within 45 days will result in:

1. Referral to the federal government for collection.
2. Ineligibility for federal financial aid from all colleges and universities until the overpayment of aid and interest due is paid to the U.S. Department of Education.

**Policies and Regulations****Academic Standards: Federal Aid**

In order to remain eligible to receive Title IV Funding\*, a student must be making satisfactory academic progress. Grade-point average, pass rate, and the time frame that a student takes to complete a normal educational degree program are factors which must be evaluated when measuring satisfactory academic progress.

\*Title IV funds consists of Federal Pell Grant, Federal College Work-Study, Federal Direct Subsidized and Unsubsidized Stafford Loans, Federal Perkins Loan, Federal SEOG, Federal TEACH Grant, and Federal PLUS Loans. Most State Aid Programs also require satisfactory academic progress.

Students must maintain a 2.0 cumulative GPA (3.0 if pursuing a Master's degree) and successfully complete 70% of the courses they have attempted to remain eligible for federal financial assistance. Attempted hours include hours earned, hours transferred in from other schools, hours which are attempted at another institution which are not transferable, hours withdrawn, hours audited, repeated courses, failed courses and pass/fail credit courses. Successful completion is defined as the absence of failing grades and voluntary or involuntary withdrawals. Satisfactory academic progress is monitored on a semester basis. Students who fall below the required 2.0 cumulative GPA at 60 attempted hours and/or the 70% completion rate lose eligibility for federal

financial assistance the following term. Students may be granted a one-semester warning period. At the end of the warning semester, the student must meet the cumulative grade point and credit hour completion requirements based upon hours attempted and earned, in order to avoid being placed on financial aid suspension.

Students who fail to make progress during the warning period will be ineligible to receive federal financial assistance until the student obtains the required 2.0 GPA and 70% course completion rate. Students who successfully complete a plan of study will remain eligible for financial assistance as long as they do not withdraw from classes and continue to pass all coursework with a grade of 'C' or higher (or maintain required GPA), and improve completion ratio. Should a student's instructor report that a student has never attended or has stopped attending a course while the student is on warning, the student is no longer eligible to receive federal financial assistance.

Although students will be notified in writing should they fall below satisfactory academic progress standards, it is the student's responsibility to know their academic standing in regards to this policy. Failure to receive notification does not dispute or reverse the termination of a student's eligibility to receive financial assistance.

In addition, the federal government requires an institution to establish a time frame in which a student must complete their degree program. Undergraduate students seeking an associate's degree must complete their program within 93 attempted hours. Students seeking a baccalaureate degree must complete their degree program within 186 attempted hours. Students seeking a certificate must complete their program within 150% of the required credit hours needed. Students pursuing a master's degree must complete their program within 54 attempted hours. Students are no longer eligible for aid when they reach the hour limit.

Once an institution is aware that a student cannot complete their degree program within the established time frame, the student is no longer eligible to receive federal financial assistance. Students approaching the maximum time frame (160 attempted hours for baccalaureate students) are required to submit a Plan of Study Form to the Financial Aid Office. Financial assistance will be delayed until this form is reviewed and it is determined that the student can complete their program of study before exceeding the maximum limit.

Students may submit a written appeal to the Financial Aid Office if there are documentable extenuating circumstances that caused the student to not meet the required satisfactory academic progress standards. Appeals may be submitted online or in writing with documentation to explain the validity of the appeal and circumstances which caused the student to not meet the required standards.

### Other Duties and Responsibilities of Financial Aid Recipients

Missouri Southern operates on a financial aid database system which processes applications and awards electronically. It is to the applicant's advantage to use forms and applications which are capable of processing data electronically. The electronic system requires student signatures or electronic use of Federal Personal Identification Numbers (PINs) so they can update application data, sign promissory notes, perform entrance counseling and exit counseling and make corrections. "S" IDs and Passwords to access LioNet are used to view billing, requested documentation, award acceptance and financial aid messages before funds can be processed. In addition, students must maintain a current email address and monitor it for requested documentation, award information, notices and correspondence from the Financial Aid Office.

Students must report the following changes to the Financial Aid Office:

1. withdrawal from all classes during a semester,
2. added or dropped classes during the semester,
3. a name change,
4. change of address or email address or change of parents' address,
5. transfer to another college.

Financial aid funds will be credited to the student account. Once all direct university costs have been satisfied, balance funds will be disbursed to the student starting with the end of the third week and every week thereafter throughout the semester.

MSSU offers two options for students interested in working on-campus: work-study student employment and regular student employment. Students seeking on-campus employment should contact the Student Employment office in Heames Hall, or visit [MSSU.edu](http://MSSU.edu) and search "Hire a Lion".

Veterans must sign up for veterans' benefits prior to or at the beginning of each semester in the Financial Aid Office.

MISSOURI SOUTHERN  
STATE UNIVERSITY

EXPECT  
QUALITY.

EXPECT  
SUCCESS.



# ACADEMIC SCHOLARSHIPS

## WHAT'S AVAILABLE AND HOW TO APPLY

**SCHOLARSHIPS** → **ELIGIBILITY** → **HOW MUCH?** → **HOW TO APPLY?**

### HONORS PROGRAM

Honors Scholarships are awarded to selected first time freshman. Enroll fulltime each semester, renewable up to 8 semesters.

ACT composite score of 28 or a 3.5 GPA. Additional Evans Scholarship available for on-campus room and board with an ACT composite score of at least 31 and to National Merit semifinalists or finalists.

A four-year renewable scholarship awarded in varying amounts for fall and spring semesters up to full tuition.

MSSU, Honors Program, 3950 E. Newman Road, Joplin, MO 64801-1595. Deadline for the completed application is February 15th. FAFSA must be completed annually.

### PRESIDENTIAL SCHOLARSHIP

Enroll fulltime each semester. Renewable up to 8 consecutive semesters if the student completes 24 credit hours for fall and spring semesters combined with a 3.0 overall cumulative GPA after the spring semester.

First-time Freshman, High school graduates with an admission index of 160 or greater. Admission index is the combination of ACT percentile, class rank percentile or high school GPA.

\$1,750 per academic year.  
Approximate value over four years - \$7,000.

Awarded directly to the student by MSSU on the basis of the ACT score and H.S. transcript. Student must complete the certification section and forward the acceptance letter to the Scholarship Office. FAFSA must be completed annually.

### EXCELLENCE SCHOLARSHIP

Enroll fulltime each semester. Renewable up to 8 consecutive semesters if the student completes 24 credit hours for fall and spring semesters combined with a 3.0 overall cumulative GPA after the spring semester.

First-time Freshman, High school graduates with an admission index of 140-159. Admission index is the combination of ACT percentile, class rank percentile or high school GPA.

\$1,300 per academic year.  
Approximate value over four years - \$5,200.

Awarded directly to the student by MSSU on the basis of the ACT score and H.S. transcript. Student must complete the certification section and forward the acceptance letter to the Scholarship Office. FAFSA must be completed annually.

### DIVERSITY SCHOLARSHIP

Enroll fulltime each semester. Renewable up to 8 consecutive semesters if the student completes 24 credit hours for fall and spring semesters combined with a 3.0 overall cumulative GPA after the spring semester.

First-time freshman or new college transfer student. H.S. graduates rank in upper 50% or maintained a 2.5 GPA. in H.S. or 21 composite score on ACT and comes from a diverse background.

The variable scholarship will be a specific dollar amount up to tuition.

Contact Scholarship Office or [www.mssu.edu/scholarships](http://www.mssu.edu/scholarships) for a copy of the application. FAFSA must be completed annually.

### FOUNDATION SCHOLARSHIPS

All scholarships are subject to donor's criteria. Enroll fulltime each semester. GPA requirements based on donor.

Open to any student who shows scholastic ability or financial need.

\$50-\$4,200 per academic year.

Apply online at [www.mssu.edu/scholarships](http://www.mssu.edu/scholarships). Priority deadline for applying is March 1st. FAFSA must be completed annually.

### A+ LEADERSHIP SCHOLARSHIP

Enroll fulltime each semester. Renewable up to 8 consecutive semesters if the student completes 24 credit hours for fall and spring semesters combined with a 2.5 overall cumulative GPA after the spring semester.

Full-time, first-time Missouri freshmen only; ACT of 21 or higher; or top half rank in class; or 2.25 high school GPA. Verification of A+ status by transcript or counselor/ A+ coordinator.

\$1,000 per academic year for a maximum of 4 years.

Contact the High School Counselor or Admissions Office or [www.mssu.edu/admissions](http://www.mssu.edu/admissions) for a copy of the application. FAFSA must be completed annually.

**SCHOLARSHIPS** → **ELIGIBILITY** → **HOW MUCH?** → **HOW TO APPLY?**

**PHI THETA KAPPA SCHOLARSHIP**

Enroll fulltime each semester. Renewable up to 6 consecutive semesters if 24 credit hours completed for spring and fall semesters combined with a 3.0 overall/cumulative GPA after the spring semester.

Membership in Phi Theta Kappa, have completed 42 transfer hours or more and have a 3.75 transfer GPA.

\$1,000 per academic year.

Contact Scholarship Office or [www.mssu.edu/scholarships](http://www.mssu.edu/scholarships) for a copy of the application. Must submit copy of PTK Certificate. FAFSA must be completed annually.

**BOARD OF GOVERNORS TRANSFER SCHOLARSHIP**

Enroll fulltime each semester. Renewable up to 6 consecutive semesters if 24 credit hours completed for spring and fall semesters combined with a 3.0 overall/cumulative GPA after the spring semester.

Students who have completed 42 hours or more with a 3.5 transfer GPA.

\$1,500 per academic year.

Contact Scholarship Office or [www.mssu.edu/scholarships](http://www.mssu.edu/scholarships) for a copy of the application. FAFSA must be completed annually.

**UNIVERSITY ACADEMIC TRANSFER SCHOLARSHIP**

Enroll fulltime each semester. Renewable up to 6 consecutive semesters if 24 credit hours completed for spring and fall semesters combined with a 3.0 overall/cumulative GPA after the spring semester.

Students who have completed 24 hours or more with a 3.25 transfer GPA.

\$1,000 per academic year.

Contact Scholarship Office or [www.mssu.edu/scholarships](http://www.mssu.edu/scholarships) for a copy of the application. FAFSA must be completed annually.

# GRANTS

**GRANTS** → **ELIGIBILITY** → **HOW MUCH?** → **HOW TO APPLY?**

**FEDERAL PELL GRANT**

Federal Aid program based on financial need. All undergraduate students should apply.

Grants up to \$5,730 for 2014-2015.

Complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov), priority date April 1.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS**

Undergraduate students with exceptional financial need. Pell grant recipients take priority.

Grants range from \$100 to \$4,000 per academic year. Funds based on federal appropriations.

Complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov), priority date April 1.

**ACCESS MISSOURI FINANCIAL ASSISTANCE PROGRAM**

State funded program based on financial need. Eligibility is based on the FAFSA.

Awards range from \$1,500 to \$2,850 per academic year. Funds based on state appropriations.

Complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov), priority date April 1. Students who meet this deadline, are MO residents and are full-time will be considered, other restrictions may apply.

**TEACH GRANT**

Undergraduates and Graduate students taking coursework to become elementary or secondary school teacher.

Up to \$4,000 per academic year. Funds based on federal appropriations.

Complete the FAFSA; be tentatively admitted to Junior Block or Master's program and maintain a 3.25 cumulative GPA. Other conditions apply.

# STUDENT EMPLOYMENT

## WORK PROGRAMS → ELIGIBILITY → HOW MUCH? → HOW TO APPLY?

<b>FEDERAL WORK STUDY</b>	Employment program based on financial need. All students should apply.	Minimum wage and higher, not to exceed 20 hours per week.	Complete the FAFSA at <a href="http://www.fafsa.gov">www.fafsa.gov</a> , and contact Student Employment Office.
STUDENT EMPLOYMENT	On-campus employment for students who are qualified to fill job openings.	Minimum wage and higher, not to exceed 20 hours per week.	Contact Student Employment Office.
OFF-CAMPUS STUDENT EMPLOYMENT	Off-campus employment for students who are qualified to fill job openings.	Minimum wage and higher, weekly hours depend on operational need.	Contact Career Services Office.

# PERFORMANCE AWARDS

## ELIGIBILITY → HOW MUCH? → HOW TO APPLY?

<b>ART, ATHLETIC, MARCHING BAND, THEATER AWARDS AND MORE</b>	Students who have demonstrated success or high potential in forensics, foreign language, journalism, music, mathematics, theatre and athletics.	Awards range from \$50 to full scholarship consisting of tuition, fees, room and board.	Apply directly to the director or sponsor of particular activity. FAFSA must be completed annually at <a href="http://www.fafsa.gov">www.fafsa.gov</a> .
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# LOANS

## LOANS → ELIGIBILITY → HOW MUCH? → HOW TO APPLY?

<b>FEDERAL PERKINS LOAN</b>	All students who demonstrate financial need and have completed appropriate documentation as required by Federal regulations.	Up to \$5,500 per year, Aggregate total \$20,000. Funds based on school appropriations.	Complete the FAFSA at <a href="http://www.fafsa.gov">www.fafsa.gov</a> , priority date April 1.
<b>FEDERAL DIRECT LOANS - SUBSIDIZED</b>	Students enrolled at least half-time who have completed appropriate documentation as required by Federal regulations. Financial need required.	\$3,500 to \$5,500; depending on year in school, aggregate total \$23,000.	Complete the FAFSA at <a href="http://www.fafsa.gov">www.fafsa.gov</a> .
<b>FEDERAL DIRECT LOANS - UNSUBSIDIZED</b>	Students enrolled at least half-time who have completed appropriate documentation as required by Federal regulations.	\$5,500 to \$20,500; depending on year in school and dependency status.	Complete the FAFSA at <a href="http://www.fafsa.gov">www.fafsa.gov</a> .
<b>FEDERAL DIRECT PLUS</b>	For parents & graduate students; must not have adverse credit history.	Cost of education minus other aid equals eligibility.	Complete the FAFSA at <a href="http://www.fafsa.gov">www.fafsa.gov</a> . Additional loan application required by Financial Aid Office.
<b>ALTERNATIVE LOANS</b>	Students who have exhausted all other aid resources.	Cost of education minus other aid equals eligibility.	Contact Financial Aid Office after completing FAFSA at <a href="http://www.fafsa.gov">www.fafsa.gov</a> .

# OTHER ASSISTANCE

PROGRAMS	→	ELIGIBILITY	→	HOW MUCH?	→	HOW TO APPLY?
<b>BRIGHT FLIGHT SCHOLARSHIP</b>		MO students who score in the top 3% of all Missouri students on the national ACT exam. The exam must be done prior to June 30th to continue renewal, students must maintain full-time enrollment and a 2.5 cumulative GPA.		\$2,500 per year, renewable up to 10 semesters. Funds based on state appropriations.		Automatic for MO residents with ACT requirement met. Contact: Missouri Department of Higher Education at <a href="http://www.dhe.mo.gov">www.dhe.mo.gov</a> ; Phone: 800.473.6757.
<b>LION PRIDE TUITION</b>		Admitted students from Arkansas, Kansas, Oklahoma and select counties in Illinois.		Student pays in-state tuition.		Contact: Admissions Office
<b>MIDWEST STUDENT EXCHANGE</b>		Admitted students from Illinois, Indiana, Nebraska, Minnesota, Michigan, North Dakota and Wisconsin.		Student pays 150% of resident tuition		Contact: Admissions Office.
<b>RESIDENCY TAX CREDIT</b>		Out-of-state dependent student who has parents working and paying Missouri State Taxes.		Varies up to out-of-state portion of tuition.		Contact: Bursar's Office.
<b>VETERANS' ADMINISTRATION EDUCATION OR GI BILL BENEFITS</b>		Eligibility is determined by date of entry into military service and length of duty.		Amount varies depending on chapter and enrollment status.		Contact: Veterans' representative in Financial Aid Office and <a href="http://www.gibill.va.gov">www.gibill.va.gov</a> .
<b>MOST - MISSOURI SAVING FOR TUITION, HIGHER EDUCATION SAVING PROGRAM</b>		All Students		Up to \$8,000 annually per donor.		See your local tax accountant. <a href="http://www.missourimost.org">www.missourimost.org</a> Phone: 1.888.414.MOST.
<b>BUREAU OF INDIAN AFFAIRS</b>		Students who can prove they are at least one-fourth Indian blood.		Awards range from partial tuition to full tuition and fees.		Contact: Bureau of Indian Affairs, Higher Education Office, Federal Building Room 300, Muskogee, OK 74001.
<b>VOCATIONAL REHABILITATION</b>		Students with disabilities.		Awards range from \$25 to full tuition, fees, room and board.		Contact: Vocation Rehabilitation Office, 801 East 15th Suite B, Joplin, MO 64804. Phone: 417.629.3067.
<b>EMPLOYMENT BENEFIT PROGRAMS</b>		Students, spouses and dependents.		Amount varies.		Contact: your parents or your place of employment.
<b>LOCAL CLUBS, SERVICE ORGANIZATIONS AND FOUNDATIONS</b>		All Students		Amount varies with organization.		Contact: your local clubs, service organization & foundation.

## FIRST-YEAR EXPERIENCE

**Teresa Thompson**

DIRECTOR

**Hearnes Hall 315 • 417.625.9731**

**[tfe@mssu.edu](mailto:tfe@mssu.edu)**

### Philosophy Statement for the First-Year Experience

Missouri Southern State University is committed to making the first year of college a success for each student. This ideal is translated into action by fostering five integrated components:

- a smooth transition into university life;
- a sense of shared responsibility;
- a challenging and stimulating learner-centered academic environment;
- a sense of inclusive community;
- a comprehensive support program of personnel and resources.

The University facilitates the transition to higher education from diverse life experiences and develops lifelong learners for intellectual, cultural and social exchanges. The responsibility for student learning is shared by all members of the campus community. The University's liberal arts foundation prepares students to become knowledgeable, critical thinkers who can meet the challenges and responsibilities facing global citizens. Missouri Southern fosters a sense of community, campus spirit and support for its first-year students by promoting connections with faculty, administrators, support staff and peers. Continuous quality assessment of each of the components is conducted so that necessary changes are implemented to maximize the first-year experience.

Missouri Southern's philosophy for the first-year experience is put into action in numerous ways. The faculty and staff members bring the philosophy to life by their friendly and helpful approach to students. First-year students have opportunities to participate in activities and events designed to introduce them to others and campus life.

The First-Year Experience Program has been established to help achieve the goal of beginning-student success through several avenues, including offering the UE 100: The University Experience course for all beginning students, Learning Communities, the Common Reading Program and the UE 400: Leadership Training I and UE 401: Leadership Training II courses for course assistants.

**UE 100:** The University Experience is a fundamentals course designed to assist first-year students in successfully defining themselves both as active participants in the MSSU community and as citizens of a twenty-first century global community. The course offers information on university personnel, facilities, services, policies, study skills and MSSU's international mission and international study opportunities. Student participation in co-curricular activities is required. The course is taught by an instructor with the assistance of a course assistant. The course assistant serves as an example and a resource for the first-year students.

### Learning Communities

A Learning Community is a group of courses that students take together. Learning Communities are comprised of a University Experience 100 course (required for all first-year students) and one general education or major requirement course. In addition to attending classes, students enrolled in a Learning Community also participate in social activities together. Being a part of a Learning Community is a great way to make friends and form study-groups with like-minded students.

### MSSU Common Reading Program

Each year, a book is chosen as a Common Reader for use in all sections of the UE 100: The University Experience course. Students read, discuss and study the book, as well as its author. The book is chosen by a committee prior to the start of the academic year. A speaker related to the reading (i.e. author, translator, character) comes to campus to lecture and meet with the first-year students and the campus as a whole.

### Course Assistant Program

Course Assistants (CAs) are upper-level students who share their insights and experiences with entering students in the University Experience class. Their recent experiences and success in the academic environment make them effective models. Upper-level students apply for the assistant role and receive training through UE 400/401: Leadership Training I & II.

## INTERCOLLEGIATE ATHLETICS

**Jared Bruggeman**

ATHLETICS DIRECTOR

**Leggett & Platt Athletic Center 148 • 417.625.9317**

**Rachel Burleson - Associate Athletics Director/Administration/Compliance**

The purpose of the Missouri Southern Athletics Department is to empower student-athletes with the confidence and ability to succeed in life as well as on the playing field. The Athletics Department feels its most important responsibility is to assist its student-athletes in reaching their highest potential as they strive for excellence academically, athletically and socially within a diverse and challenging society.

We are proud to be NCAA Division II members. The Division II membership as a whole prides itself on finding balance in the world of collegiate athletics. Student-athletes in the Division II ranks can compete at very high levels athletically, but more importantly are encouraged to fully apply themselves toward getting a quality education and ultimately a college degree.

In addition to being an NCAA Division II member, Missouri Southern participates in the Mid-America Intercollegiate Athletics Association. We annually enroll nearly 350 student-athletes and our university teams compete on the intercollegiate level in baseball, basketball, cross country, football, golf, soccer, softball, track & field and volleyball.

Collegiate athletics in general receives tremendous media coverage and public attention. We in the Missouri Southern Athletics Department intend to use this public stage to bring positive attention to Missouri Southern State University as a whole. We will accomplish this goal by being active in our community, by engaging our community and fans by competing with tremendous effort on our fields of play and by encouraging our student-athletes to conduct themselves with Lion Pride.

### NCAA Student-Athlete Affairs

The mission of the NCAA is to maintain intercollegiate athletes as an integral part of the campus educational program and the athletes as an integral part of the student body.

The NCAA Student-Athlete Affairs unit provides life skills support in the areas of academics, athletics, personal development, career development and service through the distribution of accessible resources, strategic partnerships and customized programming. Student-Athlete Affairs programs, resources and events are designed to promote the well-being and development of student-athletes and to provide on-going education and training to athletics professionals who identify and serve student-athlete needs.

### Missed Class Policy Due to Athletic Events

Whenever possible, athletic events should be scheduled to avoid missed class time by student-athletes. If a class must be missed due to an athletic event, the student-athlete is expected to inform the instructor(s) in advance and is responsible for all information, tests, materials and assignments missed. Student-athletes are expected to complete assigned work prior to departure for competition, unless the instructor has agreed to other arrangements. Student-athletes should make all efforts to avoid other absences.

### Scheduling of Nonconference Competitions During Finals Week

No nonconference competitions, excluding postseason/championship competitions, shall be scheduled during Finals Week. Exemptions to this policy will be considered by the Intercollegiate Athletics Committee (IAC). The Athletic Director will present the case for proceeding with the exemption. The IAC will make the final decision on the exemption.

## Student-Athlete Success Program Hearnes Hall, 417.625.9324

### Academic Excellence

The top priority of Missouri Southern is that all student-athletes obtain a well-rounded education and earn an undergraduate degree. The Student-Athlete Success Program academic counseling unit is located within the office of Advising, Counseling & Testing Services (ACTS).

### Goal

Our goal is to maximize academic potential by providing an atmosphere that enhances: learning skills, career development and personnel counseling. Each student-athlete is held accountable for his/her academic performance. The ACTS staff will work hard to provide support needed for athletes to be successful students.

### Ongoing process includes:

- Monitoring and reporting on academic and eligibility progress hours
- Assisting in the registration of freshman and sophomore athletes
- Referring student-athletes for tutoring, counseling or other academic assistance
- Helping student-athletes to maintain a balance between personal, scholastic and athletic lives.

These services are intended to help student-athletes reach their goals by providing the information and guidance that will enable them to use existing campus resources to enhance their academic performance.

## RECREATIONAL SERVICES

**Steven Benfield**

DIRECTOR

**Billingsly Student Center 241 • 417.625.9760**

**Cindy Webb**

DIRECTOR OF FITNESS

**Billingsly Student Center 241 • 417.625.9878**

**Heather Arnold**

DIRECTOR OF AQUATICS & WELLNESS/PREVENTION COORDINATOR

**Billingsly Student Center 241 • 417.625.9533**

The Department of Recreational Services is comprised of six program areas under the Division of Student Affairs. The purpose of Recreational Services is to provide a wide variety of fitness, wellness, recreational, outdoor and sport related activities to the university community. The Campus Recreation Program offers activities for students, faculty, staff and their families. Recreational Services also offers activities on various days and times in an attempt to meet the needs of traditional and non-traditional students. Recreational Services conducts programming in the following areas: Intramural Sports, Wellness, Fitness, Aquatics, Outdoor Adventures, Open Recreation and Special Events.

### Prevention Outreach

Missouri Southern actively participates in the statewide coalition Partners in Prevention (PIP). PIP's mission is to create a campus, city and state environment that supports responsible decision making in regards to alcohol by the college students who attend the public higher education institutions in the state of Missouri. PIP's focus is on decreasing at-risk drinking by students on Missouri's college and university campuses. Nationally recognized Missouri Partners in Prevention has been selected as a recipient of CADCA's 2009 Got Outcomes! For more information about these efforts visit <http://pip.missouri.edu/>

### Prevention Programming

Includes Wellpalooza, Connect 2U (Mental Health Week), Healthy Relationship Week, Eating Disorder Awareness Week, Gambling Awareness, Safe Spring Break Week and Final Madness. During these events we educate students in a variety of ways and activities.

## REGISTRAR



**Cheryl Dobson**

REGISTRAR

**Hearnes Hall 101 • 417.625.9515**

**registrar@mssu.edu**

**mssu.edu/registrar**

### Mission

The mission of the Office of the Registrar of Missouri Southern State University shall be to provide quality and efficient support services to faculty and staff, prospective, current, and former students and members of the community in an ethical and honorable manner as directed by the University's mission. Student learning and engagement is reinforced through the expectation of adherence to established university policies and established procedures in order to promote responsible citizenship. We vow to uphold the integrity of student records as required by university, state, and federal requirements on a fair and consistent basis using "best practices" recommended by the American Association of Collegiate Registrars and Admissions Officers.

### Family Educational Rights & Privacy Act (FERPA) 1974

#### Notice of Student Rights and Responsibilities

The Family Educational Rights and Privacy Act of 1974, as amended (also referred to as the Buckley Amendment), is a federal law regarding the privacy of student educational records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements.

#### What Are Educational Records?

Under FERPA, educational records are defined as records that are directly related to a student and are maintained by an institution or by a party acting for the institution. Educational records can exist in any medium, including: typed, computer generated, videotape, microfilm and email, among others.

- The law applies to all students in higher education, regardless of age, once they begin attending classes. The law continues to apply to students even after they have graduated, but ceases to apply upon the death of the student.
- The University will not release information, other than directory information, from a student's educational record without the student's prior written consent, except to authorized persons and organizations. Even parents are not permitted access to their child's educational records unless the student has provided written authorization permitting access.
- Authorized persons and organizations are those who have a legitimate educational interest.
  1. A legitimate educational interest means that the person or organization is required to perform certain duties and these duties involve the use of student data.

- Authorized persons include employees of Missouri Southern State University (including but not limited to: staff, instructors, advisors, and campus police), third parties with a legitimate educational interest, the U.S. Department of Education and other education authorities carrying out official duties, as well as financial aid lenders. Also included are organizations which MSSU has contracted as agents of the University. An example is the National Student Clearinghouse.
- There are exceptions to the rule of non-disclosure, which involve health and safety. This means that to prevent sickness, injury or death, the University may disclose information usually held to be protected. Also, an agent of the court with a properly issued court order or subpoena may receive student data, though we will first attempt to notify the student before complying with the subpoena.

### Directory Information

Directory Information at MSSU may be made available to the general public unless the student completes a Privacy Request form in the Office of the Registrar. In the case of a Privacy Request, the University will not release any information, even directory information. This restriction does not apply when providing information to those who have a legitimate educational interest.

### The following is considered Directory Information:

Student's name, student identification number, address, university email address, telephone listing, photograph, major field of study, year in school, grade level, dates of attendance, enrollment status (full-time or part-time), degrees, honors and awards received, participation in officially recognized activities and sports, appropriate athletic statistical data, most recent previous educational agency or institution attended and next of kin or spouse (emergency only).

### STUDENTS HAVE CERTAIN RIGHTS UNDER FERPA, THESE INCLUDE:

- The right to inspect and review their educational records within 45 days of a request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. The institution may refuse to provide a copy of a student's education record provided such refusal does not limit access.
- The right to request the amendment of education records that the student believes are inaccurate. The student should write the University Registrar, clearly identify the part of the record they want changed and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

Limitations exist on students' rights to inspect and review their education records. For example, the institution is not required to permit students to inspect and review the following:

- Records which do not contain educational information or do not fall into the category of educational records because of how they are maintained.
- Financial records of parents.
- Confidential records placed in education records prior to 1975 if they are

used as intended.

- Confidential recommendations or receipts of honors if the student has waived the right of access to such information.
- Documents containing information on more than one student.

Please refer to the Academic Standards section on page 42 for academic policies.



## RESIDENCE LIFE

**Josh Doak**  
DIRECTOR OF RESIDENCE LIFE

**Mayes Student Life Center 102 • 417.659.4460**  
**Residence Life Office • BSC 347 • 417.625.9522**  
**[residencehall@mssu.edu](mailto:residencehall@mssu.edu) [mssu.edu/residence-life](http://mssu.edu/residence-life)**

The Missouri Southern on-campus residence requirement is as follows: "All freshmen under the age of 21 are required to live in the Missouri Southern residence halls to the extent space is available, unless they are married or live with their parents."

The University provides air conditioned residence hall accommodations and meals for over 900 students. Concerned with the total needs of the students, the University maintains a safe and comfortable place to live and an adequate physical environment as well as opportunities for learning. The atmosphere in the residence halls contributes significantly to the students' personal growth and maturity.

The residence halls are staffed by two full-time professional resident directors and 24 paraprofessional resident assistants. The programming body for resident students is the Residence Hall Association (RHA) which provides educational, social and athletic programs.

Residence hall rooms are fully furnished except for linens and personal items. Cable TV, and Internet access are available. To apply for a room in a University residence hall, a prospective student may request an Application Contract for Room and Board Accommodations on the Residence Life website. The completed contract MUST be submitted with a \$150 security deposit. The deposit is retained by the University as long as the student is in residence and refunded upon termination of the contract if all terms of the contract are fulfilled.

This contract, which is a combined contract for room and meals, is effective for the entire academic year (fall and spring semesters) or for the remaining portion of the academic year if entered into after the beginning of the fall semester. Detailed terms will be found on the contract form. Contracts for room only are not available.

The University is not responsible for the loss of or damage to any personal property of students.

Accessible residence hall rooms are available for students with disabilities. In addition, the Dianne Mayes Student Life Center and the dining hall are accessible. Specific accommodation needs can be met upon request. If you need accessible housing, please fill out the appropriate section on the application contract. If you have questions about accessible living, please contact the Director of Housing (417.659.4460) or the Coordinator for Disability Services (417.659.3725). For detailed rules and regulations governing residence hall living at Missouri Southern, contact the Residence Life Office.

## STUDENT LIFE CENTER



The Dianne Mayes Student Life Center is a state-of-the-art facility focused on providing social and recreational avenues for Missouri Southern students. Located directly behind McCormick and Blaine Halls in the residence hall complex, the center has extended hours to better serve all students, both commuter and resident, plus faculty and staff.

The University Dining Hall is located on the 2nd floor and operates on funds received from board payments from residence hall students and cash sales for individual meals. Other facilities, located on the 1st floor, include a large television lounge equipped with surround sound, an aerobics room, computer lab, laundry room, as well as table tennis, billiards, game tables and a study area. The Mayes Student Life Center also serves as the location of a centralized information outlet, as well as a mail room providing service to all resident students.

For more information regarding the center's hours of operation, programs and policies governing the use of the facility, contact the Student Life Center Office, Room 100, Mayes Student Life Center (417.659.4461).

## BILLINGSLY STUDENT CENTER



**Jack Berry**

COORDINATOR OF BSC EVENTS

**For Reservations Call:**

**417.625.9760 • 417.659.4126**

The Billingsly Student Center (BSC) is centrally located to provide convenient access to student services and facilities. The Recreational Services Office oversees reservations of the buildings, meeting rooms, equipment, lounges, the Connor Ballroom, Phelps Theatre and the Lion's Den. Reservations can be made for departmental use, student organizations and off-campus meetings for events held in the Student Center. BSC is home to the Beimdiek Recreation Center, a 60,000-square-foot fitness center that includes a 3-court gymnasium, an elevated jogging track, two fitness areas with free weights and cardio/weight machines, two studios for fitness classes, a fitness testing center, locker rooms and a 150 seat theatre. The Willcoxon Health Center helps to provide the medical needs for students and includes exam rooms, a procedure room, nurses station, and laboratory. The University Bookstore, the students' source of rental and purchase textbooks, classroom materials, campus clothing and gift shop. The Campus Card Services Center and Ticket Office handles ticket sales for both on-campus and off-campus activities and entertainment. The Lion's Den Food Court, serving breakfast and lunch, offers a variety of foods and beverages for every appetite. There is also a large lounge perfect for studying and watching TV.

## STUDENT ACTIVITIES



**Landon Adams**

DIRECTOR OF STUDENT ACTIVITIES

**Billingsly Student Center 210**

**417.625.9669 or 417.625.9346**

**Student Activities Office** Campus activities are scheduled in the Student Activities Office. The office also oversees the 70+ recognized student organizations, assists students in organizing or re-instituting student organizations and produces and promotes various special events. The Student Activities Office also approves all forms of advertising for on-campus bulletin boards.

**Campus Activities Board (CAB)** The Campus Activities Board, a student organization supported by student activity fees, has the responsibility for programming social, educational and recreational activities for the entire college community. Students may volunteer to serve on CAB committees that assist in planning concerts, family events, novelty events, lectures, special events and public relations. Interested students are encouraged to attend the weekly meetings or stop by the Student Activities Office.

**Greek Life** Greek Life at Missouri Southern is an exciting philanthropic and social opportunity. MSSU has two sororities: Alpha Sigma Alpha and Zeta Tau Alpha and three fraternities: Kappa Alpha order, Kappa Sigma and Sigma Pi. Main recruitment for these groups are in the beginning of the fall semester but many do continue throughout the year. Go Greek!

## STUDENT HEALTH SERVICES



**Julie Stamps, APRN-BC, FNP**

DIRECTOR OF WILLCOXON HEALTH CENTER

**Billingsly Student Center 242**

**417.625.9323**

The Willcoxon Health Center is staffed with one full-time nurse practitioner and a registered nurse. The University physician is available for appointments on campus every two weeks. Appointments to see the nurse practitioner Monday through Friday from 8 A.M. to 5 P.M. can be made by contacting the Willcoxon Health Center. All currently enrolled students are eligible for treatment at the Center. Some of the services offered are: first aid and injury care, TB skin and blood testing, flu shots (in season) and screening for certain illnesses. Most services are free; however, students are expected to pay for vaccinations, laboratory, x-ray, work/school physicals, emergency room, hospital services, gynecological, STD testing, prescriptions and ambulance service. The Health Center maintains confidential files on current students, including medical history and immunization records. Recommendation and referral to community or campus resources are also part of student health services.

A health insurance plan for students is strongly recommended.

### Communicable Diseases and Requirements

Students must submit proof of immunization, including two doses of Measles/Mumps/Rubella (MMR) vaccine and a TB screening questionnaire and/or testing within the last year. A TB questionnaire is available on LionNet and must be completed each semester. If student has no proof of two MMR vaccines, a titer can be drawn at the student's expense to test immunity or the student can bring proof from another source to present to the health center. These records are to be kept on file in the Willcoxon Health Center. The state of Missouri requires all university-owned housing students to also receive the meningococcal vaccine (for meningitis). The only exception is a medical or religious exemption. Please contact the health center about details for exceptions. In the instance of an outbreak of a communicable disease on the MSSU campus by a student, faculty or staff member, the University physician and the Director of the Health Center will assume responsibility for conducting a thorough review based upon the best medical and legal information available. Students who have not provided proof of immunity to the Willcoxon Health Center may be restricted from University property in the event of an outbreak on campus. Any actions taken will respect the confidentiality of the individual as well as the individual's welfare and that of the University community.

## STUDENT POLICIES

**Dr. Ron Mitchell**

DEAN OF STUDENTS

**Billingsly Student Center 347D**

417.625.9531

### Student Conduct

In order to provide the best possible environment for personal and intellectual growth, the University has established regulations to guide student conduct. A summary of these rules and regulations is found in the Student Handbook which is available online.

### Drug and Alcohol Prevention Program

Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, Missouri Southern State University has established a drug and alcohol prevention program for its students. The University's program is as follows:

**Smoking and Tobacco Use Policy:** The Board of Governors of Missouri Southern State University prohibits smoking and tobacco use of any kind, including e-cigarettes. Tobacco products are not permitted in any campus buildings. Smoking and other tobacco usage is permitted only in designated areas outside of buildings.

**Substance Abuse Policy:** Students are prohibited from using alcoholic beverages and illegal drugs on University-owned or controlled property and at University-sponsored or supervised activities. Irresponsible alcohol or other drug use off campus resulting in disorderly conduct on campus also is not acceptable. Any student of Missouri Southern State University found to have manufactured, dispensed, possessed or used a controlled substance in violation of the Substance Abuse Policy of this University will be subject to discipline in accordance with University policy and reported to local, state or federal law enforcement authorities for criminal prosecution. Criminal prosecution for these acts could lead to a conviction and such a conviction could result in a sentence imposing a monetary fine, imprisonment in a state or federal penitentiary or both.

**Health Risks:** Specific serious health risks are associated with the use of illicit drugs and alcohol. Some of the major risks:

**Alcohol and other depressants (barbiturates, sedatives & tranquilizers):** addiction, accidents as a result of impaired ability and judgment, overdose when used with other depressants, damage to a developing fetus, heart and liver damage.

**Marijuana:** addiction, panic reaction; impaired short-term memory; increased risk of lung cancer and emphysema, particularly in cigarette smokers; impairment of driving ability.

**Cocaine:** addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants, such as speed and uppers.

**Hallucinogens (acid, LSD, PCP, MDMA, etc.):** unpredictable behavior, emotional instability, violent behavior organic brain damage in heavy users, convulsions, coma.

**Narcotics (heroin, Demerol, morphine, Codeine, etc.):** addiction, accidental overdose, risk of hepatitis and AIDS from contaminated needles.

**Inhalants (gas, aerosols, glue, nitrites, etc.):** loss of consciousness, suffocation, damage to brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, impaired judgment.

**Methamphetamines:** addiction, irritability, sleeplessness, nervousness, sudden weight loss, pungent body odor, protrusion of eyes.

**Resources:** A variety of resources exist for drug or alcohol counseling, treatment or rehabilitation programs. A few are listed inside the front of the Student Handbook. For more detailed information concerning these resources and others available from the University and/or community agencies, students may contact the ACTS-Advising, Counseling and Testing Services (417.625.9595) or the Student Services Office (417.625.9392). Such referrals will respect individual confidentiality.

A main objective of the drug and alcohol prevention program is to encourage healthy attitudes and behaviors on the part of all students and responsible decisions about alcohol/drug use. Another objective is to provide students in certain high risk groups (freshmen, Greeks, athletes, residence hall students, etc.) with specific and up-to-date information regarding the long-and-short-term effects of alcohol/drug use. A final objective is to provide students with the necessary skills to help them carry out the decisions they have made in regard to their use or non-use of alcohol/drugs and how to effectively handle certain "high pressure" situations.

To meet the above objectives, information and assistance is provided to students in several ways. First, alcohol and drug films are shown and programs conducted in all orientation classes, which are required for all new students. Additional alcohol and drug information is presented in other academic classes, including KINE 103, Lifetime Wellness. Pamphlets about alcohol and drug use are distributed each semester. Special alcohol and drug training is provided annually for residence hall staff and orientation leaders.

The athletic department provides a program for varsity athletes. Special alcohol and drug programs are presented throughout the year. Active drug testing is done. A committee of counselors, teachers and clergy are available to assist varsity athletes.

The Student Services Office, Advising, Counseling and Testing Services, Campus Activities Board and the Residence Hall Association provide alcohol and drug programs throughout the year for all students.

### Equal Opportunity

In accordance with federal law and applicable Missouri statutes, it is the University's policy not to discriminate in the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of any of its educational programs and activities on the basis of age, gender, color, race, religion, disability, veteran's status, national origin, ancestry or any other protected characteristic as established by law.

**Anti-Harassment Policy:** Missouri Southern State University is committed to fostering a working and learning environment where all individuals are treated with respect and dignity. It is and continues to be, University policy that harassment of employees, applicants or students in unacceptable conduct will not be tolerated.

Harassment is written, verbal or physical conduct that degrades or shows hostility or aversion toward an individual because of his/her race, color, ancestry, religion, gender, age national origin or disability that (i) has the purpose or effect of creating an intimidating, hostile or offensive work or learning environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (iii) otherwise adversely affects an individual's employment or academic opportunities.

Harassment could also be sexual in nature. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when any one of the following occurs: (i) submission to such conduct is made either explicitly or implicitly a term or

condition of an individual's employment or education; or (ii) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or learning environment.

Any employee, student or applicant for employment or admission who feels that he or she has experienced or observed harassment by an employee of the University should report such incidents to his or her supervisor or to the Director of Human Resources without fear of intimidation or reprisal. Harassment complaints against students should be reported to the Dean of Students.

The University will promptly investigate all allegations of harassment in as confidential a manner as possible. The University will also take appropriate action to ensure that neither inappropriate language, nor conduct, nor sexual harassment persists.

## STUDENT RETENTION

**Mark Lloyd**  
DEAN OF RETENTION  
**Billingsly Student Center 347**  
417.625.9532

Our mission is to retain students through the completion of their baccalaureate degree by providing programs that assist them in their academic success. This is accomplished by coordinating retention activities; supporting and monitoring students' academic progress; coordinating with academic advisement units; providing connections to campus resources and support services; and coordinating programs that foster the academic success of all MSSU students.

## STUDENT SENATE

**Billingsly Student Center 347**  
417.625.9392

The Student Senate serves as the governing body for students and acts as a liaison between faculty and the student body. The responsibility for student government rests not only with the student officers, boards and committees but also with each member of the student body. The Student Senate is made up of elected senators from each class and the executive officers. The Student Senate is funded from student activity fees. Students wishing to speak with a Senate representative may do so via the Student Affairs Office.

## STUDENT SUCCESS CENTER

**Stephanie Hopkins**

DIRECTOR

**Hearnes Hall 301 • 417.659.3725**

**[www.mssu.edu/student-success-center](http://www.mssu.edu/student-success-center)**

### Vision

The Student Success Center strives to enhance the mission of Missouri Southern State University by further developing, expanding, and articulating its support services for students. We will foster the potential of each student by providing College Academic Skills, Student Disability Services, Tutoring and the Tutor Training course. Additionally, the Student Success Center endeavors to increase the visibility of its services through greater participation by students and the campus community as a whole.

**College Academic Skills** – A course designed to develop and strengthen an understanding of student responsibility, goals and attitudes necessary for the successful transition to college. Active learning through critical thinking, reading and writing to support academic success at the University level will be practiced. Students will identify learning styles and strengths and weaknesses associated with their learning processes.

**Tutor Training** – Provides tutors with an educational foundation of the methods and techniques needed to tutor students in a higher education setting.

**Tutoring in Content Areas** – Peer and faculty tutors are available. Tutoring is available on a drop-in basis or by appointment. Both short- and long-term assistance is provided.

**Writing Lab Services** – Trained peer tutors instruct and coach students in all aspects of writing, such as writing process strategies, research paper documentation and correct mechanics.

**Computer Lab** – The Student Success Center offers a networked computer lab with Microsoft Office programs and Internet access.

**Services for Students with Disabilities** – The Student Success Center is the designated office on campus for the provision of academic accommodations for students with documented disabilities. Students who wish to request accommodations should begin the process by contacting the Office of Student Disability Services, located in the Student Success Center. Students are responsible for providing documentation and initiating the request for accommodations.

**For more information on Student Activities, check out:**  
**<http://www.mssu.edu/student-activities/>**

**TRIO PROGRAMS****Talent Search • Project STAY • Upward Bound****TALENT SEARCH****Jim Kimbrough**

DIRECTOR

**Mills-Anderson Justice Center Room 20 • 417.659.5440  
mssu.edu/talentsearch****Mission**

To encourage students in grades 6 through 12 and those who have never completed high school to graduate from a secondary program and enter a postsecondary program of study.

Talent Search is a federally funded program designed to identify qualified students with potential for success at the postsecondary level and encourages them to complete secondary school and enroll in a program of study after high school. Services provided through the program include: group and one-on-one tutoring, travel to area cultural events, visits to area college and university campuses, information on and assistance with college admissions applications and financial aid information, academic advising and assistance with choosing courses to prepare you for education after high school, information and assistance with college entrance exams including the ACT and SAT. The project serves 550 students. To qualify for services, students must be U.S. citizens, between the ages of 11 and 27 and completed the fifth grade. A veteran, regardless of age, may participate if otherwise eligible. Services provided by Talent Search are free to students and parents/guardians. For more information or an application, call the Talent Search office at 417-659-5440.

**PROJECT STAY****Dory Quinn**

DIRECTOR

**Hearnes Hall 308 • 417.625.9830  
projectstay@mssu.edu  
mssu.edu/project-stay****Mission**

"To identify and provide comprehensive resources to ease student transitions into and through college and on to graduate education and professional life."

Project Stay is a federally funded Student Support Services grant program designed to identify and support qualified students, specifically first-generation, low-income, and disabled students. Project Stay provides individualized services to students in the program to determine a student's needs and goals and develop a plan of success. Services provided include: academic advising, priority enrollment (for freshmen and sophomores), career and personal counseling, one-on-one tutoring, job shadowing, financial aid and scholarship application assistance, peer mentoring, monthly educational workshops, assistance with applying to graduate school and travel to area cultural sites. All services are provided free of charge to students accepted into Project Stay. The Project serves 170 students. To qualify, students must be either first-generation college students (neither parent has a bachelor's degree), meet an

income guideline or be a student with a disability. To get more information or an application, call the Project Stay office at 417.625.9830.

**UPWARD BOUND****Robin Hicklin**

DIRECTOR

**Mills-Anderson Justice Center Room 19 • 417.625.9880  
mssu.edu/upwardbound**

Upward Bound is a federally funded program designed to help students gain the skills necessary to persist through high school and on to post-secondary education. Some of the services provided by Upward Bound include a six-week summer College Simulation Experience, monthly Saturday "Focus On" meetings, academic tutoring for current classes, opportunities to shadow student and professional mentors and field trips to area college campuses and cultural sites. The services provided by Upward Bound are free to students and parents/guardians. For more information, please contact the Upward Bound office at 417.625.9880.

**UNIVERSITY DINING SERVICES****Esther Easter**

DIRECTOR OF DINING SERVICES

**Billingsly Student Center 208 • 417.625.9546**

Food service is bid by the University and handled by a professional food service company (Sodexo). The dining hall operates on funds received from board payments and cash sales of individual meals.

All residence hall students must contract for board. Board contract includes a choice of three meal plans. Individual meals feature salad bar and unlimited servings, including entrées.

Commuter students interested in taking some or all of their meals at the University Dining Hall may purchase meal plans in the University Bursar's Office. Also, Lion Bucks are available for purchase in the One Card Office in Billingsly Student Center.

The Lion's Den food court, located on the 2nd floor of Billingsly Student Center, offers a variety of food options for students. University dining service also features a gourmet coffee shop, University Java, located on the lower level of the Spiva Library.

**UNIVERSITY POLICE DEPARTMENT****Ken Kennedy**

CHIEF, UNIVERSITY POLICE DEPARTMENT

417.625.9741

**mssu.edu/police****Policies Concerning The Law Enforcement Authority of Campus Security Personnel**

The University Police Department (UPD) is responsible for campus safety at the University. Its jurisdiction covers all campus property. Its personnel have arrest authority. The UPD has a close working relationship with local law enforcement agencies, including the Joplin Police Department and Jasper County Sheriff's Office, which assist the UPD when necessary. The UPD has mutual

aid agreements with the Joplin Police Department, the Jasper County Sheriff's Office and other small city agencies (Duquesne, Webb City, & Carterville). The UPD is a member of the Tri-State Major Case Squad and may call for investigators to assist with investigations of serious crimes.

All crimes occurring on campus should be reported immediately to the UPD. Officers are available on campus 24 hours of every day. The emergency number to reach them is 626-2222 or just 2222 from a phone on campus. A dispatcher is scheduled to be in the office anytime classes are in session. When no one is in the office the phone automatically rolls to a cell phone carried by an on-duty officer on campus. If no contact can be made with the on-duty officer, people may call 417-623-3131 and the JPD Communications Center can dispatch a University Police officer directly.

### **Other Officials to Whom Crimes May Be Reported**

MSSU also has designated other officials to serve as additional campus security authorities. Reports of criminal activity can also be made to these officials. They in turn will ensure that they are reported to the UPD for collection as part of the University's annual report of crime statistics. These additional campus security authorities are: Vice President of Student Affairs (Darren Fullerton, 417-625-3135), Dean of Students (Ron Mitchell, 417-625-9531), and the Director of Residence Life (Josh Doak, 417-659-4460).

### **Policies on Reporting a Crime or Emergency**

The University encourages accurate and prompt reporting of all criminal actions, accidents, injuries, or other emergencies occurring on campus to the UPD and appropriate police agencies even when the victim of a crime elects not to do so or is unable to make such a report. Such reports should be made as follows:

- Situations that pose imminent danger or while a crime is in progress should be reported to the University Police Department 417-626-2222 from any campus phone or cell phone. Although the UPD officers have primary jurisdiction, it does not preclude calling the Joplin Police Department (911) and the Jasper County Sheriff's Office (417-624-1600) in crisis situations. Keep in mind that the individual making the call from a cell phone will need to provide the address where the emergency has occurred. After making the call, also make a report to one of the campus security authorities identified above.
- Students, staff, and visitors should report criminal actions, accidents, injuries, or other emergency incidents to one of the campus security authorities identified above. Once reported, the individual making the report will be encouraged to also report it to appropriate police agencies. If requested, a member of the University staff will assist a student in making the report to the police.
- Anonymous incident reports can also be made.

UPD will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim's identity. Moreover, the University will withhold the identity of victims in publicly available records, to the extent permitted by law.

Any victim of a crime who does not want to pursue action within the University disciplinary system or the criminal justice system is nevertheless encouraged to make a confidential report to a campus security authority. With the victim's

permission, a report of the details of the incident can be filed without revealing the victim's identity. Such a confidential report complies with the victim's wishes, but still helps the University take appropriate steps to ensure the future safety of the victim and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where a pattern of crime may be developing and alert the community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the University.

Counselors with the ACTS Office are encouraged, if they deem it appropriate, to inform the persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual report. Information will not be reported by counselors in the ACTS Office to the Dean of Students for a Title IX investigation without the consent of the person being counseled.

Additionally, upon written request, the University will disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by this institution against a student who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased as a result of such a crime or offense, the next of kin of such victim shall be treated as the alleged victim.

### **Bystander Intervention:**

Often people don't intervene because they may assume a situation isn't a problem, or feel it is none of their business. They may assume that someone else will do something, or believe that other people weren't bothered by the problem. In some cases, a person might feel their personal safety is at risk. When people do intervene in a situation, they often say that it was the right thing to do, and that they'd want someone to intervene if the roles were reversed. MSSU encourages students and faculty staff members to take action if they have an opportunity to prevent or intervene in an incident. They should also constantly be aware of events occurring around them and (if possible) create solutions.

Individuals on campus are even asked to intervene in situations as soon as it is possible to safely do so, at least speaking up so that others know what is going on. Of course, students and others should think about their response to ensure that their actions don't actually escalate the situation. Generally, telling friends that behavior is not acceptable is appropriate. Notifying the UPD or others in authority is also always appropriate.

\*For all policies relating to student safety, Clery and Title IX, please use this link: <http://www.mssu.edu/offices/police/>



ACADEMIC STANDARDS

CREDIT OPTIONS

DEGREE REQUIREMENTS

GENERAL REGULATIONS

GRADES & GRADING

POLICIES

**ACADEMIC OUTREACH**

ASSESSMENT &

**INSTITUTIONAL RESEARCH**

DISTANCE LEARNING

**HONORS PROGRAM**

INSTITUTE OF

INTERNATIONAL STUDIES

GEORGE A. SPIVA LIBRARY

**SHOW-ME GOLD**

**WRITING PROGRAM**



**Academic Affairs®**

The policies and statements contained in the Student Affairs (Academic Affairs) section were written for the undergraduate students at Missouri Southern State University and as such may not apply to our graduate students. Please check with the coordinator of the specific graduate program for more information.

## ACADEMIC AFFAIRS



### To Be Announced

VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST

**Hearnes Hall 208 • 417.625.9394**

**[mssu.edu/offices/academic-affairs](http://mssu.edu/offices/academic-affairs)**

The Office of the Vice President for Academic Affairs and Provost is responsible for the administration of the instructional programs both on and off campus. The Honors Program, Writing Program, Assessment and Institutional Research Office, Spiva Library, Academic Outreach, Distance Learning, Show-Me Gold and all academic units are under its direction.

## ACADEMIC STANDARDS



### Good Standing and Eligibility

Students enrolled at Missouri Southern are in good academic standing when they meet the standards of progress toward graduation as listed below. Those falling below these standards will be placed on academic probation. Persons failing to achieve normal progress toward graduation during the probationary period are subject to academic suspension. Students receiving financial aid must meet the good standing criteria listed below.

Those students competing in intercollegiate athletics (NCAA) or in organizations representing the University off campus shall be required to satisfy minimum standards of progress, as indicated below, following the completion of the first academic semester in order to maintain future eligibility in these programs.

### Standards of Progress Toward Graduation\*

A student's cumulative Grade Point Average (GPA) is used to evaluate progress. If the GPA falls below the minimum standards of progress, the work is considered unsatisfactory. Courses not applicable to the baccalaureate degree are not calculated in the GPA hours. Applicable for degree-seeking students only. IEP students should refer to the IEP section of the catalog.

Progress toward a degree is computed on the following GPAs:

\*For the Associate and Baccalaureate Degrees

GPA Hours		GPA
1-22	semester hours	1.5
23-44	semester hours	1.6
45-66	semester hours	1.7
67-88	semester hours	1.8
89-110	semester hours	1.9
111 & Above		2.0

### Academic Probation, Suspension and Appeal

Each student should consider a GPA of less than 2.0 as a warning. Those falling below the standards of progress toward graduation will be placed on academic probation. If the GPA is not raised to the minimum standard of progress during the probationary semester, the student is subject to immediate academic suspension from the University.

A student receiving academic suspension may not enroll at Missouri Southern for one semester. Re-entry may be denied by the Vice President for Academic Affairs, if the student cannot present evidence that indicates a high probability of academic success.

Students placed on academic suspension may file an appeal application through the Office of the Registrar by 5:00 P.M. on the Monday before the term begins.

### Academic Bankruptcy

A student may petition the Academic Bankruptcy Committee to request one semester of academic work taken at MSSU be disregarded in computing the academic record. To be eligible for petitioning, a student must be in good standing, including financial, and must document the unusual conditions which justify the petition. The petition is initiated in the Office of the Registrar.

Academic Bankruptcy can never be used as a means of obtaining academic honors or athletic eligibility. Academic Bankruptcy will not remove grades from the student's permanent record. It merely allows one semester of recorded work to be eliminated in computing the student's GPA. Academic Bankruptcy cannot be applied to transfer courses. Once a degree is earned, a student is no longer eligible for bankruptcy.

Academic Bankruptcy is not permitted in the International English Program (IEP), the IEP student should refer to the IEP policies on page 106.

### Repetition of Courses

Students may only receive credit value for a repeated course once. Students may repeat courses in which grades 'F, D, C or B' have been earned. When a course is repeated, the first grade will not be removed from the record, but the latest grade will be used when computing GPAs. Transfer courses may be repeated if Missouri Southern offers the same course. Once a degree is earned, a student is no longer eligible to exclude the grade of the first course in their GPA.

### Honor Roll

An Honors or Deans' List, issued at the end of each semester, contains the names of full-time undergraduate students who have a semester GPA of 3.75 or higher with no incomplete or in progress grade or a grade below 'C.' Courses below the 100 level are excluded from this calculation.

### Academic Certificates

Selected departments have developed an academic certificate that strengthens the student's career preparation. Certificates may be earned independently from a degree. Certificate credit and course requirements vary. The overall GPA requirement is 2.0.

### Graduation Honors

In recognition of superior scholarships, the University awards honors to associate degree and baccalaureate degree graduates. Honors listed below are not earned until courses are completed, graded and posted on the student's permanent record. Courses below the 100 level are excluded from this calculation.

**Associate Degree** — The student must have completed a minimum one half of the hours required for the degree in residence at Missouri Southern State University. The cumulative GPA required to receive:

First Honors	3.90-4.00
Second Honors	3.80-3.89
Third Honors	3.70-3.79

**Baccalaureate Degree** — Eligibility for any one of the following three honors requires the candidate to study all the junior and senior years at Missouri Southern and earn a minimum of 60 hours of credit:

Summa Cum Laude . . . . .	3.90-4.00
Magna Cum Laude . . . . .	3.80-3.89
Cum Laude . . . . .	3.70-3.79

### Revised Standards for Veterans Educational Benefits

The Revised Standards for Veterans Educational Benefits as adopted by the State Board of Education on February 17, 1977, are available in the Veterans Services Office. Each Veteran should see the Veterans Representative regarding these policies.

Any exceptions to the regulations above must receive written approval from the Vice President for Academic Affairs and Provost.



### Special Policies for Financial Aid Recipients

Special policies and regulations governing financial aid recipients are filed in the Financial Aid Office, the Business Office and the Office of the Vice President for Student Affairs and Enrollment Management.

### Resident Credits from Institutions of Equal Standing with Missouri Southern State University

Credits transferred from accredited colleges and universities will be given full value in similar courses whenever possible. The amount of credit given for courses studied in other institutions may not exceed the amount given at Missouri Southern for the same length of time of instruction. Students may not transfer credits to satisfy more than one half of the major course requirements in a department unless the approval of the Vice President for Academic Affairs and Provost is obtained.

### Advanced Standing Examination

A student whose travel, employment, extensive readings or other unique educational experiences appear to have provided proficiency in a course required in the curriculum equivalent to that ordinarily attained by those taking the course in regular classes, may be granted permission to take an advanced standing examination. This examination may be a subject matter test of the College Level Examination Program (CLEP) or a comprehensive test designed by the department to cover the subject more fully than a regular final examination. In order to receive credit for a departmental examination, a student must have the following qualifications in addition to those listed above:

- (a) be enrolled in the University at the time of the examination;
- (b) not have taken an examination over the course within the preceding six months;
- (c) not have credit in a more advanced course in the same field;
- (d) be working toward a degree at Missouri Southern State University;
- (e) have the approval of the chair of the department in which the course is offered;
- (f) not use the examination to replace a previously earned grade.

After a student has taken a departmental examination, the professor will transmit the grade to the Vice President for Academic Affairs Office. If performance is equated as a 'C' grade or above, the Registrar will record the credit. The credit granted will be based on applicability and will carry the grade of "CR".

### International Baccalaureate

Missouri Southern will grant up to 30 semester hours or the equivalent of one full year of university study, to those who have completed study in the International Baccalaureate curriculum in high school. Missouri Southern will grant university credit and advanced placement for International Baccalaureate courses completed at the higher level with a score of four or greater. Students with such backgrounds should contact the Admission Office for a detailed analysis of credits and standing. The credit granted will be based on applicability and will carry the grade of "CR".

### Advanced Placement Test (AP)

Missouri Southern participates in the Advanced Placement Program sponsored by the College Entrance Examination Board. Credits are granted for course areas in which a student has completed Advanced Placement Examinations with a score of 3, 4 or 5. The credit granted will be based on applicability and will carry the grade of "CR".

### High School Dual Credit

Missouri Southern will accept credits earned from a regionally accredited college or university while the student was in high school. These credits are subject to regular transfer credit evaluation, and students must submit an official college or university transcript to the MSSU Office of Admission. Dual credits cannot be awarded based on a high school transcript.

### Correspondence Course Credit

Missouri Southern accepts credit earned by correspondence from regionally accredited institutions. No student will be permitted to apply more than 12 hours of course work in correspondence toward his/her degree. The credit granted will be based on applicability and will carry the grade of "CR".

### Course Credit for Military Service and Schooling

Military Service students who have completed a minimum of one year of active military service may be granted credit to meet the KINE 103 requirements of the general education curriculum. These requirements will be satisfied if the DD214 form is submitted to the Missouri Southern Office of the Registrar. Credit may also be granted for specific military schooling as recommended by the American Council of Education. The credit granted will be based on applicability and will carry the grade of "CR". The veteran must present documentation designating the military course, date and site of the course. For Military Withdrawal Policy, please refer to the Withdrawal section.

### Validation Examinations

If Missouri Southern refuses to accept a student's earned credit in a course because of the method in which the course was taken or because the institution at which the course was taken was not accredited, the student may apply for a validation examination. In order to qualify for a validation examination a student must:

- (a) be enrolled at Missouri Southern State University at the time the examination is taken;
- (b) present the necessary evidence to prove that the course was taken;
- (c) get approval from the school dean and the chair of the department in which the course is offered; and
- (d) initiate the proceedings within the first eight weeks after entering the University.

The student initiates the request for examination at the academic department. The school dean and the department chair will appoint a professor to construct, administer and evaluate the examination. The result is reported to the Registrar who records the credit if the scale is 'C' or above and carry the grade of 'CR'.

**Retro Credit Policy**

Missouri Southern will award retro-credit for certain qualifying subjects. The credit granted will be based on applicability and will carry the grade of "CR". Students should contact the appropriate academic department to inquire about courses that qualify. Maximum allowable credits vary by department.

**Credit for Life/Work Experience**

Credit may be earned for career and professional experiences that are documented through the portfolio process. The availability of credit depends on the relevance of the students' experiences to their major as determined by the department and the school dean. The application process and initial advisement begins with the advisor for Experiential Credit. For information contact: 877.837.8527.

## DEGREE REQUIREMENTS

**Catalog Time Limit**

A candidate for a degree may use, as a basis for degree requirements, the general catalog issued for any year following the date of the candidate's first completed registration at MSSU provided it is not more than six years prior to the date the degree is to be conferred. The candidate must have been in residence at MSSU and earned credit during the year of the catalog selected.

**Transfer Student:** The MSSU catalog in effect at the time of the transfer student's initial enrollment in the sending institution (transfer school), will govern the transfer student's degree requirements. The catalog used may not be dated more than six years prior to the date the degree is to be conferred. The transfer student must have been enrolled in a previous school and earned credit during the year of the catalog selected.

**Developmental Courses**

Occasionally, scores obtained from the placement tests indicate a student may not be successful in college. The university reserves the right to require these students to take developmental courses in mathematics, composition, study skills or intensive English prior to participation in regular college level classes. Courses below the 100 level are not applicable to the baccalaureate degree and are excluded in honors calculations and calculation of the standards of progress toward graduation.

**Course Numbers and Levels**

Course Numbers:

- 0 - 99 Not applicable toward the Baccalaureate Degree
- 100-299 Lower Division
- 300-499 Upper Division

Immediately following each course title is a letter abbreviation of the semester in which the course is usually offered. Students and faculty should use this as a guide in considering future enrollment. However, this should not be interpreted as a contract. Missouri Southern reserves the right to deviate from this commitment when enrollment or other factors dictate.

**Baccalaureate Degree Requirements**

- A. Residence:** The following minimum requirements must be met in residence at Missouri Southern: (1) 30 of the last 36 hours counted toward the degree; (2) one-half of the credit both required for the major and in the major department. Courses required for the major but not offered in the major department are not included; (3) one-half of the upper division credit both required for the major and in the major department.

- B. Credit Hours:** At least 124 semester hours of college credit applicable to a Baccalaureate Degree are required for graduation.

- C. Grade Point Average (GPA):** The following minimum cumulative GPAs are required for all Baccalaureate Degrees except the BSE and BS in Nursing. The GPA excludes not applicable to Baccalaureate Degree (NABD) courses:

1. a 2.0 GPA for all credit hours attempted;
2. a 2.0 GPA for all the courses required for the major, both inside and outside the major department;
3. a 2.0 GPA for all courses, required and elective, taken in the major department.

The following minimum GPAs are required for the BSE:

1. a 2.75 GPA for all credit hours attempted;
2. a 2.50 GPA for all the courses required for the major, both inside and outside the major department;
3. a 2.50 GPA for all courses, required and elective, taken in the major department;
4. a grade of "C" or better in professional education courses and courses required for elementary education, special education and early childhood.

- D. Upper Division Hours:** A minimum of 40 semester hours of courses numbered 300-499 must be completed.

- E. Foreign Language:** All students expecting to graduate with a Bachelor of Arts degree must successfully complete 12 hours of the same foreign language.

- F. Computer Literacy:** All students will receive computer instruction to a level of understanding necessary for them to function as a member of society and to a level of skill sufficient to use the computer for problem solving within their discipline. Department chairs will certify the competency of the students in their disciplines.

- G. Writing:** Students will complete the writing goals established by the faculty in their selected major. Students graduating with the Bachelor of General Studies degree or the Bachelor of Applied Science degree will be required to complete one course beyond English 101 and 102 from the list of approved courses with a significant writing component.

- H. General Education Curriculum Requirements:** Missouri Southern has a general education requirement curriculum program that contributes toward the development of the whole person, as an individual and as a member of society. Transfer students should refer to the Transfer Student section of the catalog regarding the General Education requirements.

# BACCALAUREATE DEGREE General Education Curriculum Requirements

## A. WRITTEN COMMUNICATION

COURSE	DESCRIPTION	CREDIT HOURS
ENG 101	College Composition I	3 Hours
ENG 102	College Composition II	3 Hours
ENG 111	Adv. College Composition	3 Hours

## B. ORAL COMMUNICATION

COMM 100	Oral Communications	3 Hours
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## C. MATHEMATICS

MATH 120 (or above)		3 Hours
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## D. LIFE AND PHYSICAL SCIENCES

### REQUIRES AT LEAST ONE COURSE FROM EACH AREA

#### 1. LIFE SCIENCE • 4 CREDIT HOURS

BIO 101	General Biology/Lab	4 Hours
EH 101	General Biology/Lab	4 Hours
BIO 110	Principles of Biology I/Lab	4 Hours
BIO 121	Human Anatomy & Physiology I/Lab	4 Hours

#### 2. PHYSICAL SCIENCES • 4-5 CREDIT HOURS

CHEM 120	Chem. for Allied Health Sciences	5 Hours
CHEM 151	General Chemistry I/Lab	5 Hours
GEOG 201	Physical Geography	4 Hours
GEOL 120	Introduction to Geology/Lab	4 Hours
GEOL 185	Introduction to Meteorology/Lab	4 Hours
GEOL 201	Physical Geography	4 Hours
GEOL 210	Earth & Space Science	3 Hours
GEOL 212	Earth & Space Science Lab	1 Hour
PHYS 100	Fundamentals of Physical Science	5 Hours
PHYS 150	Environmental Physics	5 Hours
PHYS 151	Elementary College Physics I/Lab	5 Hours
PHYS 300	Astronomy	3 Hours

## E. SOCIAL AND BEHAVIORAL SCIENCES

#### 1. REQUIRED COURSES

HIST 110 or 120	U.S. History	3 Hours
PSC 120	Government: U.S., State & Local	3 Hours

#### 2. SELECT TWO COURSES WITH DIFFERENT PREFIXES:

ANTH 101	General Anthropology	3 Hours
ECON 101, 201 or 202	Economics	3 Hours
GEOG 101	Introduction to Geography	3 Hours
PSY 100	General Psychology	3 Hours
SOC 110	Introduction to Sociology	3 Hours

## F. HUMANITIES AND FINE ARTS

#### 1. SELECT ONE:

ART 110	Art Appreciation	3 Hours
MUS 106	World Music	3 Hours
MUS 110	Music Appreciation	3 Hours
TH 110	Theatre Appreciation	3 Hours

#### 2. SELECT ONE:

ENG 250	Introduction to Literature	3 Hours
ENG 261, 262	World Literature	3 Hours
ENG 271, 272	British Literature	3 Hours
ENG 281, 282	American Literature	3 Hours
ENG 305	Short Story	3 Hours
PHIL 201	Introduction to Philosophy	3 Hours
PHIL 212	Ethics	3 Hours

## G. HEALTH AND WELLNESS

KINE 103	Lifetime Wellness	2 Hours
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## H. UNIVERSITY EXPERIENCE\*

UE 100	The University Experience	3 Hours
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### TOTAL GENERAL EDUCATION REQUIREMENTS: 43-44 HOURS

## I. INSTITUTIONAL REQUIREMENTS

#### INTERNATIONAL STUDIES

#### 3 HOURS SELECT ONE:

	Foreign Language	3 Hours
ANTH 155	Physical Anthropology & Archeology	3 Hours
ANTH 342	Comparative Cultures	3 Hours
CJAD 301	International Justice Systems	3 Hours
CJAD 370	International Terrorism	3 Hours
COMM 305	Intercultural Communication	3 Hours
EDUC 280	Education in the Global Society	3 Hours
GEOG 211	Regions and Nations	3 Hours
GEOG 310	Human Geography	3 Hours
HIST 130 or 140	Western Civilizations	3 Hours
HIST 150	Asian Civilizations	3 Hours
HIST 160	History of Latin America	3 Hours

IB 310	International Business	3 Hours
INTS 201	Intro to International Studies	3 Hours
PHIL 320	Comparative Religion	3 Hours
SOC 303	The Arab World	3 Hours
SPAN 100	Workplace and Travel Spanish	3 Hours

### TOTAL GENERAL EDUCATION CURRICULUM WITH INSTITUTIONAL REQUIREMENTS: 46-47 HOURS

Areas A - H of the general education curriculum constitute the 42 semester hour block that meets the State of Missouri general education goals. This block should be considered equivalent to corresponding 42 semester hour blocks of credit at other public and signatory institutions in Missouri. Please contact the Office of the Registrar to have this notation added to your transcript.

Students should select appropriate general education courses for their discipline.

\* The University Experience course is required for all degree-seeking students who enter MSSU with less than 30 credit hours (excluding dual credit and credit in escrow) and transfer students who have not completed an orientation course.

### 298-498 Classes

Classes numbered 298 or 498 may not be counted toward General Education Requirements credit.

### Major

All students will be required to declare their degree sought, their major, their status and whether they will attend half-time or full-time. A major provides in-depth study of a discipline and prepares the student for a career or advanced study. Advisors are assigned within the academic department according to major. Students may apply for more than one degree, excluding the Bachelor of General Studies, provided the major differs.

### Academic Minor

Selected departments have developed an academic minor that in conjunction with the MSSU baccalaureate major strengthens the student's career preparation. A minor requires at least 18 semester hours of prescribed courses. At least six semester hours must be upper division and at least nine semester hours must be in residence. The overall GPA requirement is 2.0. A student may not earn a minor in the same field as the major. Minors should be declared as early as possible but may be added at any time, including after a baccalaureate degree from MSSU has been earned. Applications to add a minor after a degree has been earned are available through the Office of the Registrar.

### A Bachelor of General Studies (BGS) Degree

The Bachelor of General Studies (BGS) is an alternative for students who do not wish to pursue an existing major. Two versions of the BGS are available. The General BGS requires that a student complete all General Education Requirements and other degree requirements. To pursue this option the student should consult with an advisor and declare the BGS as a major. The Directed BGS also requires that a student complete all General Education Requirements and other degree requirements including Writing Intensive (WI) and upper division. Additionally, a committee of faculty works with the student to combine courses from several areas to create a distinctive program. To pursue this option the student should declare the BGS as a major and consult with the dean of the school most closely associated with the course work. The dean will appoint a faculty committee to help the student structure the Directed BGS.

## ASSOCIATE DEGREE



### Associate of Science Degree

- A. Residence:** The last 15 semester hours must be completed in residence at Missouri Southern.
- B. Credit Hours:** A minimum of 64 hours must be completed.
- C. Grade Point Average (GPA):** The minimum cumulative and major field GPA must be 2.0.
- D. Major Field:** The student must meet the course requirements in the particular program of study as approved by an advisor.
- E. General Education Curriculum Requirements:** The degree requires completion of the general education requirement curriculum courses as well as those outlined in the student's major field of study. The general education requirement curriculum required courses are:

### General Education Curriculum Requirements

#### A. WRITTEN COMMUNICATION 3 HOURS

ENG 101	College Composition 1	3 Hours
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#### B. ORAL COMMUNICATION 3 HOURS

COMM 100	Oral Communication	3 Hours
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#### C. MATHEMATICS 3 HOURS

MATH 30 (or above)		3 Hours
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#### D. LIFE AND PHYSICAL SCIENCES 4-5 HOURS

**REQUIRED: ONE OR MORE COURSES BELOW TO TOTAL 4-5 HOURS**

##### 1. LIFE SCIENCE • 4 CREDIT HOURS

BIO 101	General Biology/Lab	4 Hours
EH 101	General Biology/Lab	4 Hours
BIO 110	Principles of Biology I/Lab	4 Hours
BIO 121	Human Anatomy & Physiology I/Lab	4 Hours

##### 2. PHYSICAL SCIENCES • 4-5 CREDIT HOURS

CHEM 120	Chem. for Allied Health Sciences	5 Hours
CHEM 151	General Chemistry I/Lab	5 Hours
GEOG 201	Physical Geography	4 Hours
GEOL 120	Introduction to Geology/Lab	4 Hours
GEOL 185	Introduction to Meteorology/Lab	4 Hours
GEOL 201	Physical Geography	4 Hours
GEOL 210	Earth & Space Science	3 Hours
GEOL 212	Earth & Space Science Lab	1 Hour
PHYS 100	Fundamentals of Physical Science	5 Hours
PHYS 150	Environmental Physics	5 Hours
PHYS 151	Elementary College Physics I/Lab	5 Hours
PHYS 300	Astronomy	3 Hours

#### E. SOCIAL AND BEHAVIORAL SCIENCES 6 HOURS

##### 1. REQUIRED COURSES

HIST 110 or 120	U.S. History	3 Hours
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Missouri Constitution Requirement\* (PSC 120 meets this requirement)

**E. SOCIAL AND BEHAVIORAL SCIENCES (CONTINUED)****6 HOURS****2. SELECT ONE:**

ANTH 101	General Anthropology	3 Hours
ECON 101, 201 or 202	Economics	3 Hours
GEOG 101	Introduction to Geography	3 Hours
PSY 100	General Psychology	3 Hours
SOC 110	Introduction to Sociology	3 Hours

**F. HUMANITIES AND FINE ARTS****3 HOURS****SELECT ONE:**

ART 110	Art Appreciation	3 Hours
ENG 250	Introduction to Literature	3 Hours
ENG 261, 262	World Literature	3 Hours
ENG 271, 272	British Literature	3 Hours
ENG 281, 282	American Literature	3 Hours
ENG 305	Short Story	3 Hours
MUS 106	World Music	3 Hours
MUS 110	Music Appreciation	3 Hours
PHIL 201	Introduction to Philosophy	3 Hours
PHIL 212	Ethics	3 Hours
TH 110	Theatre Appreciation	3 Hours

**G. HEALTH AND WELLNESS****2 HOURS**

KINE 103	Lifetime Wellness	2 Hours
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**H. UNIVERSITY EXPERIENCE\*\*****3 HOURS**

UE 100	The University Experience	3 Hours
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**TOTAL GENERAL EDUCATION REQUIREMENTS: 27-28 HOURS**

Students should select appropriate general education courses for their discipline.

\*This requirement may be satisfied with credit from a Missouri public college or PSC 120 Government: U.S., State & Local or by an examination. Examination information is available from the Dean of Arts and Sciences.

\*\*The University Experience course is required for all degree seeking students who enter MSSU with less than 30 credit hours (excluding dual credit and credit in escrow) and transfer students who have not completed an orientation course.

General education curriculum courses required for the Associate of Science degree typically do not completely fulfill the general education curriculum requirements for the Baccalaureate Degree.

**Graduation**

**A. Graduation Requirements:** The responsibility for satisfying all requirements for a degree rests with the student. Advisors, faculty members and administrators offer help to the student in meeting this responsibility.

**B. Time of Graduation:** A student may complete graduation requirements at the close of any semester. Formal commencement exercises are held and degrees are conferred at the close of the fall and spring semesters. Students who will complete graduation requirements at the close of summer semester may participate in spring commencement exercises.

**C. Degree Candidacy Application:** Generally students should apply for graduation at least one semester prior to the semester in which graduation is anticipated. The application process is initiated at the Office of the Registrar. Graduation application deadlines are published each year by the Office of Academic Affairs and failure to meet these deadlines may result in delayed graduation.

**D. Senior Assessment:** Graduating seniors may be required to complete a general education curriculum and a departmental exit assessment before the baccalaureate degree is awarded.

**State Legislation Requirements**

Section 170.011 of the Revised Statutes of Missouri, 1989, prescribe that all candidates for a degree issued by the colleges and universities of Missouri must have "satisfactorily passed an examination of the provisions and principles of the Constitution of the United States and of the State of Missouri and in American History and in American Institutions".

All students who have completed the general education curriculum requirements with courses taken at Missouri Southern meet the requirements of Missouri law.

Out-of-state transfer and post-graduate students who do not complete their general education curriculum with courses taken at Missouri Southern may comply with the law by:

- (1) Completing courses at MSSU embracing the subject matter specified by the law and receiving credit therein, preferably before admission to senior college work; or
- (2) Fulfilling the requirements through the state's 42 general education agreement per transfer transcript.
- (3) Fulfilling the requirements through a baccalaureate degree earned from an accredited Missouri public college or university.
- (4) Fulfilling the requirements through a degree earned from an accredited college or university, either outside the state of Missouri, at a Missouri private college or from a foreign institution considered equivalent to a U.S. baccalaureate degree and passing a special examination on the Missouri Constitution. If the student has not taken a U.S. history (equivalent to 110 or 120) and political science (equivalent to 120) during their first degree, they must take these courses at MSSU in order to satisfy degree requirements through MSSU.
- (5) Students earning degrees from foreign institutions, equivalent to a U.S. degree, must complete PSC 120 and one history course from HIST 110 or 120.

School Laws of Missouri, 1974, require that persons cannot be granted a certificate or license to teach in the public schools of Missouri unless they have satisfactorily completed a course of two or more semester hours in the psychology or education of the exceptional child. This requirement can be met by taking EDUC 302 or 304.

## GENERAL REGULATIONS

**Classification of Students****A. By Class:**

Freshman:	0-29 Hours
Sophomore:	30-59 Hours
Junior:	60-89 Hours
Senior:	90 and above
Special Admission:	See page 24.

**B. Postgraduate:**

Persons having completed a Baccalaureate Degree but taking courses for the purpose of teacher certification, job preparation and additional degree or personal profit.

**C. Full-time:**

A student enrolled for 12 or more semester hours.

**D. Half-time:**

A student enrolled in 6-11 semester hours.

**E. Less Than Half-time:**

A student enrolled in fewer than 6 semester hours.

**Concurrent Enrollment**

A student who is enrolled in residence at Missouri Southern and who desires to earn credit concurrently at another institution or through correspondence, extension or advanced standing examination must secure advanced approval from a school dean. Financial aid recipients should contact the Financial Aid Office.

**Combined Degree Programs**

Missouri Southern State University has established a combined degree program for Medical Laboratory Science. Specific requirements for this program are included in the program descriptions. Combined degree programs operate under the following regulations:

1. Complete 94 hours at Missouri Southern State University. Transfer credit will be considered, but the last 30 of the 94 hours must be earned at MSSU.
2. The 94 hours must include the completion of the General Education Requirement Curriculum requirement.
3. Sixteen out of the last 94 hours must be upper division (300 and 400 level courses).
4. All applicable "Requirements for Graduation" as stated in the Missouri Southern State University catalog must be met including the application for degree candidacy and the filing of credentials with the Career Services Office.
5. A transcript from the institution with which a combined degree agreement is arranged must be provided in order to complete the requirements for a degree.

**Second Baccalaureate Degree**

A student may receive a second Baccalaureate Degree after completing the first degree and all the requirements of the second degree. A student may not earn the same degree more than once, even though the majors differ. The residency rules apply. See item A-I under Baccalaureate Degree requirements, page 45.

**Transcript Below "C" Average**

Students who are accepted with a below 'C' transcript and who are below the minimum standards for progress will be placed on Academic Probation. Missouri Southern transfers all grades from any equally accredited institution including both "D's" and "F's".

**Maximum Credit Hour Load**

To enroll in more than 18 semester hours during a semester or in more than nine hours during a summer session, a student, with the exception of music majors, must obtain prior written permission from the school dean. Music majors may carry as many as 20 semester hours without permission from their dean. Honors Program students may carry as many credits as approved by the Honors Program Director.

**Reinstatement Policy**

Following the deadline for tuition and fee payment, the Bursar's Office will drop students for non-payment. Students must apply to seek re-enrollment to their current class schedule. Students with documented extenuating circumstances, who miss the deadline may file an appeal through the Vice President for Academic Affairs and Provost Office.

Students seeking reinstatement must prepay at the Bursar's Office the estimated full amount of tuition, fees and books. The receipt for payment must be presented in the Office of the Registrar in order to receive a reinstatement application. Students must obtain instructor approval for each class before the

application can be processed. Reinstatement forms are due to the Office of the Registrar no later than the third Friday of the fall/spring term.

**Late Enrollment**

Enrollment in a regular semester after the first week of classes or after the third day of classes in the summer session is not advisable and is permitted only with special permission from the appropriate department chair and instructor (for each class). Students must pre-pay for these classes prior to enrollment. Any student enrolling after classes begin will pay a late enrollment fee.

**Adding Courses - Special Registration**

A student may add a course in the appropriate department office, but only upon the approval of an advisor. A fee will be charged each time a student changes the program not at the request of the University. No course may be added after the first week of classes in a regular semester or after the third day of classes in the summer session without special permission. No courses shall be added after the conclusion of special registration.

## NON-ATTENDANCE DOES NOT CONSTITUTE A WITHDRAWAL.

**Instructor Drop for Non-attendance**

Instructors should request the drop for non-attendance, by the Registrar, of a student who has not attended their class during the first two weeks of the full term; no later than the second Thursday of the fall/spring term and the first Thursday of the summer term. Regardless, it is ultimately the students' responsibility to properly withdraw from classes.

**Withdrawal from a Single Class With a Grade of 'W'**

A student may initiate the withdrawal from a course in the Office of the Registrar. Deadlines cited in the Schedule of Classes apply. Withdrawn students are no longer permitted to attend the class.

**Withdrawal from All Classes**

A student who wishes to completely withdraw will initiate withdrawal in the Financial Aid Office (Hearnes Hall). A student who completely withdraws from the University prior to the last week of classes in a regular or summer semester will receive a grade of "W" in all courses in which the student is enrolled. Withdrawn students are no longer permitted to attend classes. If the last date of attendance precedes the official withdrawal date, the earliest date will be used as the separation date. A student who leaves school without officially withdrawing will receive grades of 'F' in all courses.

**Military Withdrawal Policy**

Persons involuntarily called to active duty in any branch of the military services of the United States while enrolled as students at Missouri Southern State University will be released from their academic responsibilities without penalty. The following options are available:

**1. Complete Withdrawal\***

A student called to active duty may request to be withdrawn from all classes and receive a full refund of tuition paid for class enrollment. Students selecting this option will follow the normal process for a Complete Withdrawal from the University. A copy of their orders must be submitted along with the Total Withdrawal form to receive a refund.

**2. Incomplete Grade**

A student called to active duty may contact course instructors to explore the option of receiving an "IN" (incomplete) grade for the course. The normal procedures for an incomplete grade will apply. The approval of this option is left to the discretion of each individual instructor.

**3. Single Course Withdrawal\***

A student called to active duty may request to be withdrawn from a single course past the normal published deadlines so long as the active duty orders were not received prior to the published deadline. Students are to complete the Single Course Withdrawal form. The military orders must be submitted along with the Single Course Withdrawal form to receive a tuition refund.

#### 4. Transfer to an On-line Course

A student called to active duty may request to be transferred to an on-line version of the same course if available and acceptable by the instructor of the on-line course. Additional on-line fees will be applicable. Students must contact the Office of the Registrar for assistance.

\*Grades of "W" will have the following transcript notation: "Called to Active Duty". Room and Board: The refund of fees paid for room & board will be prorated. Students must contact Residential Life for assistance. Special Course Fees: The majority of these fees are not refundable.

The intention of the policy is to insure that based on recommendations from the U.S. Department of Education and the American Council on Education that no service member suffer a loss of funds or educational opportunity because s/he was called to serve.

#### Class Attendance

Faculty members are encouraged to keep records of attendance in all regularly scheduled courses at Missouri Southern. The primary objective of student and professor is the student's attainment of course goals. It is recognized that students who achieve those objectives are normally those who attend class or participate online regularly. The professor, when giving a final semester grade, bases his/her evaluation on how well the student has achieved the course goals.

For financial aid purposes, if a student misses any class for ten (10) consecutive working days or does not participate in an online class, the faculty member will submit The Last Date of Attendance form to the Office of the Registrar. Online forms are available on LionNet.

Students who miss a class do so at their own risk and must assume the responsibility for work missed because of class absences. Professors are willing to assist students whose absences are caused by valid illnesses, University approved activities and extenuating circumstances. The professor may require whatever evidence is needed to support the reason for absence.

The attendance record is significant to the total record and is useful in guidance and counseling. When absences are excessive, the professor will report the fact to Student Affairs and they will in turn counsel with the student. Any student earning a grade of "F" must have the last date of attendance recorded on the Grade Roster. All students who stop attending class or participating in an online class should also have the last date of attendance recorded on the Grade Roster.

Students should be aware that absence from class invariably has a built-in penalty of lower academic achievement. Excessive absences usually result in failure to achieve the course goals.

#### Transcript Dispute Policy

Students with a dispute on their academic transcript shall be granted one year from the end of the term in which the notation appears, to submit a written appeal regarding the notation in question. Appeals may be submitted to the Office of the Registrar.

## GRADES AND GRADING POLICIES

#### Grading System

A student's grade is officially recorded by letter. At Missouri Southern, the following grades and their numerical equivalents are used:

Grade		Grade Points
A	Outstanding	4
B	Above Average	3
C	Average	2
D	Minimum Passing	1
F	Failing	0
W	Withdrawal	

The current policy for the 'W' grade is as follows:

- Course withdrawals will be permitted through the second week for full-term courses and the first two days for part-of-term courses of the semester without any grade recorded.
- Course withdrawal during the third through the eleventh week of the semester will be indicated by a 'W' posted to the record for full-term courses. Students have the first two days of the course for part-of-term courses.
- Course withdrawals are not permitted after the eleventh week of the regular semester (or its equivalent). A student who stops attending class without officially withdrawing is in jeopardy of receiving an 'F' in the course.
- A student who completely withdraws from the University prior to the last week of classes in a semester may receive a grade of 'W' in all courses in which the student is enrolled.

#### Credit/No-Credit System of Grading

Students in some programs may register to take certain courses on a credit/no-credit basis. In such cases, "Credit" or "No-Credit" will be recorded rather than a letter grade and these courses will not be counted in GPAs. This program will permit a student to explore course work outside of the major without jeopardizing the GPA. The minimum performance level required to receive credit in a credit/no-credit course is a grade of 'D.' Students may be eligible to enroll for certain courses on a credit/no-credit basis under the following conditions:

- That such registration be approved by the advisor and the chair of the department through which the course is offered.
- That the student has attained sophomore rank or higher (30 or more hours).
- That the student has achieved a cumulative GPA of at least 2.0.
- That such enrollment be limited to one course per semester.
- That the total enrollment on a credit/no-credit basis be limited to no more than three courses or 10 credit hours in any student's degree program.
- That the courses involved are not part of the student's major or minor and are not specifically required as part of the student's degree program. (Hours beyond the minimum required for the major or minor may be taken on a credit/no-credit basis.)
- That the courses involved are not part of the General Education Requirement Curriculum requirement.
- Registration for credit/no-credit courses will be completed prior to the final date for changing registration by adding a course.
- After a student has enrolled in a course under the credit/no-credit option, that individual may not subsequently change to a graded basis in that course.

This policy does not apply to those courses regularly designated as credit/no-credit courses such as Recital Attendance, Student Teaching and ISEP, Bilateral Exchange and the Missouri London/Greece programs and Life/Work experience.

**Incomplete (IN):** A grade of 'IN' may be reported if a student is unable to complete the work of the course within the semester for a valid reason such as illness, death in the family, an emergency, etc. It is not intended as a substitute for an 'F' and does not entitle a student to attend the class during a subsequent semester. Incomplete grades are approved at the sole discretion of the instructor. Students must make arrangements prior to the end of the course to receive an IN grade. An incomplete must be made up by the end of the next semester (excluding summers) or it will be converted to an 'F' automatically. Both credit and grade points for that course are suspended until the incomplete is converted to either a passing grade or an 'F'. A student may not graduate with an incomplete grade.

**In Progress (IP):** A grade of 'IP' will be given in a situation in which a student is unable to complete the work of the course within the semester for a valid

non-emergency reason, such as a research project or internship that overlaps two semesters. It is not intended as a substitute for an 'F' and does not entitle a student to attend the class during a subsequent semester. In Progress grades are approved at the sole discretion of the instructor. Students must make arrangements prior to the end of the course to receive an IP grade. An 'IP' must be made up by the end of the next semester (excluding summers) or it will be converted to an 'F' automatically. Both credit and grade points for that course are suspended until the 'IP' is converted to either a passing grade or an 'F'. BSE majors will not be able to begin student teaching if an 'IP' grade is in force. A student may not graduate with an 'IP' grade.

**Audit (AU):** A student may audit a class for no grade and no credit. A Request to Audit must be filed in the Office of the Registrar by the end of the second week of class. Acceptable performance, attitude and attendance as determined by the professor are expected. Regular fees and enrollment procedures are required. A student may not change enrollment from audit to credit nor from credit to audit. An audit means only that a student registered for the course. It does not imply any level of proficiency or knowledge.

**Change of Grade:** A change is initiated by the faculty member by filing a Change of Grade form, approved by their dean, with the Registrar. No change of grade is to be made without good cause. Exceptional cases will be reviewed by the school dean and Vice President for Academic Affairs. Change forms must be submitted within one year.

**Independent Study:** Independent study courses are special courses which may be taken by students at the discretion of the faculty advisor and the appropriate college officials. These courses are designed for the individual who desires to explore a topic more completely than can be done in a regular course offering. Students may enroll in independent study courses for a total of three hours for the associate degree and a total of six hours for the baccalaureate degree providing they:

1. have completed:  
30 hours toward the Associate Degree  
90 hours toward the Baccalaureate Degree
2. have a minimum cumulative 3.00 GPA;
3. have permission of the advisor, department chair and the school dean in the area of independent study.

**Midterm Grades:** Missouri Southern will post midterm grades during the eighth week of the term for full-term classes. These grades are viewable through LioNet and are informational only. Midterm grades do not appear on the academic transcript.

**Posting of Grades:** Public posting of a student's name and grade or student number and grade, without the student's approval, is a violation of the Buckley Amendment (Family Education Rights and Privacy Act of 1974, FERPA) which does not allow disclosure of recorded data or information without the individual's written consent.

**Official Transcript:** An official transcript of the student's academic record bears the Registrar's signature and the University seal. Missouri Southern assumes no responsibility for the accuracy of a transcript after it leaves the Office of the Registrar.

Up to two weeks must be allowed after the close of a semester for the issuance of an up-to-date transcript reflecting the most recent semester. Four to six weeks is necessary for the posting of recently awarded degrees. The transcript request must be submitted at [www.mssu.edu/registrar/transcripts.php](http://www.mssu.edu/registrar/transcripts.php). No transcript will be issued unless all bills at Missouri Southern are paid or are current according to agreement with the Bursar's Office.

## ASSESSMENT AND INSTITUTIONAL RESEARCH

**To Be Announced**

DIRECTOR

**Plaster Hall 321 • 417.625.9349**

**[mssu.edu/center-assessment-institutional-research](http://mssu.edu/center-assessment-institutional-research)**

### Mission

The mission of the Center for Assessment and Institutional Research is to collect, analyze and disseminate data and information. These efforts are carried out for the University at large, as well as academic and non-academic program development, implementation and evaluation for both internal and external customers.

### Activities of the Center

Missouri Southern is committed to measuring outcomes of curricular and co-curricular programs. Both the General Education Requirements and the majors in each academic department are assessed each year. Federal, state and local reports of institutional data are prepared and archived in this Center. Analytical and descriptive reports are generated to support institution decision making and for use by many external constituents. Quantitative and qualitative data are compiled in order to help evaluate the effectiveness of academic and non-academic programs.

## DISTANCE LEARNING

**Scott Snell**

DIRECTOR

**Webster Hall 109 • 417.623.3188**

**[mssu.edu/distance-learning](http://mssu.edu/distance-learning)**

### Mission

Missouri Southern's Department of Distance Learning exists to provide online students and faculty with online classes and a fully supported online learning environment. Offering instructional design, marketing, multimedia production, and academic advising that is consistently perceived as professional, knowledgeable and up-to-date, this department helps facilitate high quality and satisfactory learning experiences for students seeking flexible access or degree completion in selected undergraduate programs.

### Online Learning with Blackboard

Students taking online classes at Missouri Southern will enjoy challenging and engaging learning experiences within Blackboard®, our online learning management system (LMS). With an Internet connection and browser, students can read announcements, watch and listen to audio/video presentations, retrieve course documents and handouts, participate in discussions, take exams and quizzes, turn in assignments, and receive feedback from their instructors. Blackboard® is a leader in online learning, providing instructors and students the absolute latest in teaching and learning technologies.

### Online Tutoring

Online students at Missouri Southern have access to online tutoring 24/7 through SmarThinking. Students connect to live educators from any computer that has Internet access, no special software installation or equipment is required. Additionally, the SmarThinking Online Writing Lab is available to assist secondary, post-secondary, and graduate students become stronger writers. Students receive a detailed, personalized critique of any written assignment, such as an essay, paragraph, report, personal statement, cover letter, resume, or creative work. When applicable, students can select specialists such as ESL, Technical Writing, or Creative Writing experts. Students can submit writing 24 hours a day, seven days a week.

## ACADEMIC OUTREACH



**Julie Wengert**

DIRECTOR

**Hearnes Hall 315 • 417.625.9785**  
**[mssu.edu/academics/dual-credit](http://mssu.edu/academics/dual-credit)**

### Mission

The mission of the MSSU Dual Credit/Dual Enrollment Program, in collaboration with area high schools, is to provide geographically feasible and affordable access to quality university-level undergraduate education to high-performing high school students in order to enrich the high school educational experience as well as foster a smooth transition from high school to a four-year university.

### Student Eligibility

Student eligibility information is available through the Missouri Department of Higher Education website. Please visit <http://dhe.mo.gov/policies/dual-credit.php> for the most up-to-date student eligibility information.

### Dual Credit

Dual credit enables qualified high school students to take University-level courses taught by qualified high school instructors. Students simultaneously receive academic credit for the course from both the high school and MSSU.

### Dual Enrollment

Dual enrollment enables qualified high school students to take University-level courses taught by an MSSU faculty member while simultaneously enrolled in the high school and MSSU. Credit is typically only awarded at the university level; however, students may be eligible to earn high school credit for such courses with approval from the high school district.

### Continuing Education

The MSSU Continuing Education program provides students with both personal and professional enrichment opportunities. The Community Education Program allows students to experience the joys of discovery and intellectual achievement that make MSSU an exceptional place to learn and grow. The Professional Education Program allows students to enhance their professional skills through workshops, seminars, short courses, conferences and programs.

## HONORS PROGRAM



**Dr. Michael Howarth**

DIRECTOR

**Taylor Hall 206 • 417.625.3005**  
**[mssu.edu/honors](http://mssu.edu/honors)**

### Mission

The Honors Program serves Missouri Southern State University by recruiting academically talented, motivated students and engaging them in enhanced education opportunities and challenges designed to promote their continual development as scholars and citizens.

### Vision

The Honors Program will be recognized as a leader in academic excellence by both the University and the community and will serve as a model by which students are enabled to exemplify the fulfillment of the University's mission and values.

### Values

**Intellectual Curiosity:** The Honors Program promotes interest leading to inquiry, the pursuit of diverse knowledge and a respect for varied ways of learning.

**Community:** The Honors Program fosters personal, supportive contact between and among its students and faculty while encouraging students to participate in all aspects of campus life.

**Student-Centered Learning:** The Honors Program provides challenging, active learning opportunities in all areas of the curriculum.

**Critical Thinking:** The Honors Program provides students with experience in objectively analyzing and interpreting information, opinions and beliefs.

**Scholarship:** The Honors Program promotes academic excellence in all areas, with an emphasis on scholarly research.

**Service Learning:** The Honors Program facilitates the maturation of students as citizen leaders through service to the community and individual reflection.

**International Experience:** The Honors Program prepares its students to be global citizens by emphasizing cross-cultural experiences.

**Student Support:** The Honors Program provides special support to its students to assist them in reaching their personal and professional goals.

The Honors Program serves Missouri Southern State University by recruiting academically talented and motivated students and engaging them in enhanced educational opportunities and challenges designed to promote their development as scholars and citizens.

Beginning with the first semester of their freshman year, Honors students participate in specially-designated Honors classes. Because admission is selective and competitive, these classes are smaller and often involve more active learning than regular classes, permitting Honors students greater and more intensive interaction with their instructors and other outstanding students.

Honors students also enjoy intensive guidance and personal attention from the Honors Director and from distinguished faculty in their area of study. Independent studies and the Senior Thesis project provide students and faculty with the flexibility they need to pursue scholarly interests and to design and implement innovative, creative approaches to learning.

Performance expectations are high. Honors students are held to the highest standards of academic performance, but are not in competition with one another. Instead, an atmosphere of openness, cooperation and intellectual adventure enables Honors students to inspire and challenge one another to the highest levels of achievement.

### Curriculum

While students will take courses offered in Southern's regular curriculum, the following features are specifically designed for Honors students:

**Honors Forum:** This course provides an in-depth discussion of a specific topic, text or other matter of interest. Students engage in critical thinking as they participate in and lead classroom discussions and presentations.

**Service Learning:** Honors students experience firsthand the value and challenge of community service as they simultaneously participate in and analyze the culture of a local service institution.

**General Education:** Special sections of required courses, such as General Psychology and English composition, are designated as Honors sections. There are a number of such courses offered each semester, and Honors students select several of these, particularly during their freshman and sophomore years, to help fulfill their General Education Requirements.

**Senior Honors Thesis:** Honors Scholars enhance a course in their major for Honors credit during their senior year. Working under the guidance of professors in their major field, they design and carry out independent proj-

ects investigating a topic in depth and utilizing original research methods. Each student makes a presentation of his or her research to an Honors Colloquium, which is open to a campus-wide audience. Students must complete their Senior Honors Thesis to graduate with honors.

### Honors Recognition

Missouri Southern is affiliated with the National Collegiate Honors Council, The Great Plains Regional Honors Council and the national honor societies Phi Eta Sigma and Alpha Chi. Most Honors students have the opportunity to participate in the activities of these organizations.

Every Honors course completed with a final grade of 'A' or 'B' is identified as an Honors course on the student's transcript. Students who maintain a cumulative GPA of at least 3.3, complete the required 27 hours of Honors courses and who continue acceptable progress in Honors will receive special recognition at commencement.

### Honors and Evans Scholarships

All Honors Scholars are automatically eligible for an academic scholarship at Missouri Southern. In addition to competing for admission to the Honors Program, candidates are also competing for additional scholarships. The Honors and Walter and Fredrica Evans Scholarships will be awarded in varying amounts to the most highly qualified applicants as funds allow. The Evans Fellowship is a four-year renewable scholarship of \$6,000 per academic year plus \$5,600 each academic year for room and board; the Evans Scholarship is a four-year renewable scholarship of \$6,000 per academic year; and the Honors Scholarship is a four-year renewable scholarship of \$3,500 per academic year for in-state residents and \$7,000 per year for out-of-state residents. Note: Students who live in Kansas, Oklahoma, Arkansas, and select counties in Illinois qualify for Lion Pride in-state tuition, and thus receive a four-year renewable Honors Scholarship equal to \$3,500 per year. These three scholarships are Southern's most valuable institutional academic awards.

### Eligibility

All students who wish to participate in the Honors Program must first be admitted to Southern. Incoming freshmen are eligible to apply if they meet one of the following requirements:

1. Earn an ACT composite score of 28 or above, or an SAT score (CR + M) of 1300 or above.
2. Rank in the top 10% of their high-school class.
3. Have a GPA of at least 3.7 (on a 4-point scale) in high-school coursework.

To complete the application process the student must submit an application form, a transcript, a written essay, and two letters of recommendation mentioning the student's strengths as a scholar. Outstanding candidates will be invited to an on-campus interview.

Students who have already completed one to four semesters of course work with a GPA of 3.5 at Southern or any other accredited college or university are also invited to apply for admission into the program, though they may not be eligible for the Honors or Evans Scholarships. Since a majority of the required 27 Honors credits must be earned in courses meeting the General Education Requirements, applicants who have previously earned more than 30 college credits will need to present a plan for completing these requirements in order to be considered for admission.

## INSTITUTE OF INTERNATIONAL STUDIES

Chad Stebbins

DIRECTOR

Webster Hall, 337A • 417.625.9736

[mssu.edu/international-studies](http://mssu.edu/international-studies)

### Mission

In July 1995, Missouri Governor Mel Carnahan signed into law House Bill No. 442, which directed that Missouri Southern "shall develop such academic support programs and public service activities it deems necessary and appropriate to establish international or global education as a distinctive theme of its mission." That legislation was enacted as part of Missouri's "Blueprint for Higher Education," adopted by the Coordinating Board for Higher Education.

The faculty and administration of Missouri Southern developed over the next year the outline of a comprehensive plan of international education. Included was the establishment of the Institute of International Studies, charged with overseeing the internationalizing of the campus.

### Internationalizing the Curriculum

The most distinctive aspect of Missouri Southern's effort to internationalize the curriculum, and the one with the most tangible effect throughout the campus community, has been the designation of "themed semesters." Each fall, a particular country or region of the world is selected to become the focus of intensive study. For the Fall 2015 semester, we will be highlighting Spain. Missouri Southern was one of 13 U.S. colleges and universities included in Internationalizing the Campus 2004: Profiles of Success at Colleges and Universities, a major report published by NAFSA: Association of International Educators, for its themed semesters. The report showcases U.S. colleges and universities that are making innovative, wide-ranging efforts to integrate global approaches to teaching into campus learning.

### Study Abroad Programs

Study abroad programs also provide Missouri Southern students with additional opportunities to gain an understanding of other cultures and international issues. In 2015, students will travel to Czech Republic, Costa Rica, Denmark, Ireland, France, Japan, Poland, Spain and Sweden under faculty supervision. Individually, students can spend an entire semester in such countries as Austria, China, England, France, Germany, Japan, the Netherlands, or Morocco through the International Student Exchange Program or Missouri Southern's bilateral agreements with universities around the world.

## GEORGE A. SPIVA LIBRARY

Wendy McGrane

LIBRARY DIRECTOR

Spiva Library 120 • 417.625.9801

[mssu.edu/library](http://mssu.edu/library)

**Librarians:** Robert Black, James Capece, Amber Carr, Nancy Crabtree, Hong Li, Wendy McGrane, Charles Nodler, Lucy Wang

Spiva Library is the major information resource on campus, providing 287,744 print volumes, 95,663 electronic books, and state and federal government documents. A 787,632 item microform collection, a law collection, print and electronic journal subscriptions, and electronic databases provide additional materials for student research. Collections housed in the archives include the Congressional Papers of Gene Taylor, a former member of the United States House of Representatives; Tri-State mining maps; the papers of Dr. Arrell Gibson, a noted Western historian; and MSSU archival material.

## Mission

The George A. Spiva Library provides organization of and access to information essential to Missouri Southern State University's commitment to a liberal arts education and lifelong learning, with a firm emphasis on international studies and quality classroom teaching. The library also serves as a resource for residents in the region.

Professional librarians and trained support staff expedite and enhance access to information through the sharing of expertise, participation in networks, the acquisition and maintenance of resources, creation of bibliographic tools and help guides, development of instruction programs and the availability of reference services. The curriculum and research needs of students, faculty and staff are met by providing timely access to information in the most beneficial format.

Spiva Library provides user-oriented services, introduces new technologies and builds collections that contain diverse points of view. These initiatives demonstrate the central role played by the library in supporting the mission of the University and the educational needs of our constituents.

## Online Catalog

SWAN (SouthWest Academic Network) is the public catalog which is available online at <http://swan.missouri.edu>. The catalog allows a search of Missouri Southern's materials and/or those held by other SWAN institutions. SWAN has grown to include: Missouri Southern State University, Assemblies of God Theological Seminary, Baptist Bible College, Cottey College, Crowder College, Drury University, Forest Institute of Professional Psychology, Missouri State University, Ozarks Technical Community College and Southwest Baptist University.

SWAN is one of many clusters forming MOBIUS, a consortium linking academic, public, and special libraries. MOBIUS enables students, faculty, and staff to borrow books from member libraries and receive them within an average of 48-72 hours. The requests are delivered Monday through Friday by an independent courier. This system eliminates tedious forms and provides rapid service. The books available through MOBIUS number in the millions and may be borrowed free of charge.

## Research

Major electronic databases in business, education, social science, history, psychology, English, biology, nursing and many other disciplines are available online, many in a full text format. Access to these resources is available through the library's web page <http://www.mssu.edu/library>. Students and faculty may access these resources from off-campus through the proxy server using their Missouri Southern credentials. Spiva Library also maintains print periodicals and microforms of back issues.

Interlibrary loan requests for materials that are unavailable in-house or through MOBIUS are sent and received through an international computer network of libraries called OCLC. Periodical articles are rapidly sent and received via fax and email.

## Instruction

The teaching function of the library is important, as it should be in a university that prizes teaching excellence and contact with students. Every effort is made to ensure that students learn how to conduct effective research and to use information resources knowledgeably. The library features a hands-on instruction classroom which enables students to practice search strategies and to receive immediate feedback.

Librarians provide tours of the library, workshops, class lectures and individual assistance. An 'Ask a Librarian' feature is available from the library's webpage for students to email reference questions and receive a timely response from a professional librarian. If extensive research assistance is required, please call 417.625.9342 to schedule an appointment.

## Equipment

Computer labs containing workstations and scanners, connected to black and white and/or color network printers are available in the library. Additional workstations are available for quick searching. Digital and analog microform readers and printers are available for viewing and printing periodical back files. Black & white and color photocopiers are located throughout Spiva Library.

## AVC, Curriculum and Government Documents

Located on the 4th floor of the Spiva Library is the Audio Visual Center. This area includes video and audio cassettes, filmstrips, slides, kits and miscellaneous instructional materials. The AVC provides appropriate playback equipment for the materials. Curriculum textbooks, curriculum guides on microfiche as well as young adult and juvenile books that support the teacher education curriculum are housed in this area. Spiva Library is a selective depository for federal documents; they are also located on the 4th floor.

The staff provides limited production services such as overhead transparencies and laminating. There is a small inventory of slide projectors, videocassette and DVD players, televisions, audiocassette recorders and filmstrip projectors. Equipment is housed in each campus department; therefore, the equipment is limited to basic items.

## Staff & Hours

Helpful staff members are stationed throughout the library to support all materials and services. The staff is composed of faculty librarians, full-time and part-time support staff, and student employees who serve in all areas of the library.

Spiva Library hours\*:

- 7:30 a.m. - 11 p.m. Monday -Thursday • 7:30 a.m. - 5 p.m. Friday
- 9 a.m. - 5 p.m. Saturday • 1 p.m. - 11 p.m. Sunday

\*Library hours differ during holidays, breaks and summer session.

## Accessibility

Spiva Library works closely with the campus Disability Services Coordinator to ensure that the library is accessible to patrons with disabilities. Patrons with a disability may contact any library staff member for assistance.

## SHOW-ME GOLD



The Missouri Army National Guard Officer Leadership Program (SHOW-ME GOLD) will offer citizens of Missouri the opportunity for professional development to become officers in the Missouri Army National Guard. The officer training program will consist of credit-bearing classroom instruction, leadership laboratories, and physical training.

Student participants in the program must satisfy admissions standards of both Missouri Southern State University and the Missouri Army National Guard. Those who qualify for any of Southern's merit-based scholarships will be eligible to apply those benefits to books, fees, and expenses.

Students will enroll in Southern's regular academic programs, but also will take credit-bearing military science courses offered through the Missouri Army National Guard and fulfill other additional requirements.

To Learn more about the program contact:  
CPT CHASE PHILLIPS

Phone: 417.625.9690 • Email: [phillips-chase@mssu.edu](mailto:phillips-chase@mssu.edu)

## WRITING PROGRAM



Each department is responsible for ensuring that their graduating seniors have achieved a level of writing competency needed to perform effectively in their chosen careers. Students will complete the writing goals established by the faculty in their selected major. Students graduating with the Bachelor of General Studies or the Bachelor of Applied Science degree will be required to complete at least one course beyond English 101 and English 102 selected from a list of approved courses.



**ANTHROPOLOGY**

ART

BIOLOGY

**CHEMISTRY**

COMMUNICATION

CRIMINAL JUSTICE

**•LAW ENFORCEMENT****ENGLISH****ENVIRONMENTAL HEALTH**

FOREIGN LANGUAGES

**GEOGRAPHY**

GEOLOGY

**HISTORY**

INTERNATIONAL

**ENGLISH PROGRAM**

INTERNATIONAL STUDIES

**MATHEMATICS**

MUSIC

PARALEGAL

**PHILOSOPHY****PHYSICS**

POLITICAL SCIENCE

PREPROFESSIONAL

SOCIAL SCIENCE

SOCIOLOGY

**THEATRE**

**School of  
Arts & Sciences**



### **School Dean**

**Dr. Richard Miller**

417.625.9385

### **Degrees and Majors**

#### **Bachelor of Arts**

- Art
- Chemistry
- Communication
- English
- French
- History
- International Studies
- Music
- Political Science
- Sociology
- Spanish
- Theatre

#### **Bachelor of Fine Arts**

- Art

#### **Bachelor of Science**

- Biochemistry
- Biology
- Chemistry
- Communication
- Criminal Justice
- Environmental Health
- Mathematics
- Physics
- Political Science
- Sociology

#### **Bachelor of Science in Education**

- Art
- Biology
- Unified Science with Biology Endorsement
- Chemistry
- Unified Science with Chemistry Endorsement
- English
- French
- Mathematics
- Music
- Physics
- Unified Science with Physics Endorsement
- Social Studies
- Spanish
- Speech - Theatre

#### **Options and Emphases**

- Art (BA)  
Visual Art
- Art (BFA)  
Studio Art  
Graphic Design
- Biology (BS)  
Biology
- Biochemistry (BS)  
Forensic Science
- Communication (BA or BS)  
Communication  
Mass Communication  
Public Relations
- Criminal Justice (BS)  
Computer Forensics
- English (BA)  
Literary Studies  
Professional/Technical Writing
- Mathematics (BS)  
Mathematics  
Computational Mathematics
- Music (BSE)  
Double Certification  
Instrumental  
Vocal
- Social Studies (BSE)  
History  
Political Science  
Sociology

#### **Associate of Science**

- Law Enforcement

Minors

- See Departments

### **Mission**

The School of Arts and Sciences provides quality teaching and challenging academic experiences that contribute to the complete education of students in both the General Education Requirements and specific curriculums that prepare students for careers or additional education or training. Supporting this overall mission are sound pedagogy, contributions to scholarly and creative activity and service to the campus and community.

### **Goals**

The School of Arts and Sciences consists of 11 departments representing more than 15 disciplines. Although diverse in nature and subject, the departments in the School of Arts and Sciences all contribute to the overall missions of the University and School of Arts and Sciences by working to achieve these goals:

1. Quality teaching is our primary goal and responsibility. Arts and Sciences faculty teach the majority of courses in the General Education Requirements, a diverse but integrated group of courses that form the foundation of higher education. The academic majors within the School of Arts and Sciences prepare students for a variety of careers or for graduate and professional school. Faculty focus on pedagogy and strive to create a rigorous and exciting atmosphere for learners. Departments measure achievement of this goal using a structured system of faculty and course evaluation that involves input from anonymous student questionnaires, classroom visits by the department head, reviews of grade distributions, examinations, course Web pages and other supplements.
2. The second goal of the School of Arts and Sciences is scholarly and creative activity. Scholarly research and activity advances knowledge and improves teaching by keeping faculty current in their field and creating a dynamic environment for students. Creative activity and performance improves the proficiency of faculty and enhances teaching. The result is an enriched cultural experience for students and the community. The inherent desire of many faculty to advance knowledge in their discipline is further encouraged through a reward system that includes faculty development grants and credit through the system of promotion and tenure. This goal is measured primarily by examination of faculty vitae and through intradepartmental comparisons.
3. University and community service, the third goal of the School of Arts and Sciences, provides opportunities for faculty to participate in a variety of university and community affairs. Faculty donate academic expertise and problem solving skills to the university and community. The school serves as a cultural resource by presenting films, art exhibitions, dramatic productions, musical concerts and recitals. All departments provide academic activities for students in elementary through secondary grades. This goal is evaluated by rating the success and significance of various activities.

# ANTHROPOLOGY



## FACULTY:

**Chair - Wells-Lewis, Greer**  
**Webster Hall • 417.625.9795**

## Mission

Anthropology is the story of humanity, our evolution in Africa, and subsequent movements across the planet. In addition, it addresses the range of human cultural variation, and the shared social and biological universals that together unite the species as a single whole. That holistic comparative approach is the hallmark of anthropology, which complements the sister social and behavioral sciences, as well as the arts, humanities, foreign languages, natural sciences, economics, and health sciences.

The minor in cultural anthropology provides a solid introduction to the four sub-fields of the discipline, as well as its applied dimension, which addresses issues of international concern, such as development and human rights. The electives emphasize the role of culture as relating to specific regions and institutions, such as religion and globalization. A cultural anthropology minor complements majors in sociology, psychology, history, political science, foreign languages, communication, and international studies.

The Native American Students Association (NASA) is open to all students with an interest in the culture and heritage of Native North America, and provides social, educational, and service opportunities for its members.

## COURSE DESCRIPTIONS: ANTHROPOLOGY



### ANTH 0101 • General Anthropology

**Fall • 3 Credit Hours**

This course will introduce students to the field of anthropology, including its historical origins and the four sub-fields central to the discipline today: socio-cultural, linguistic, archeological, and physical/biological branches. Applied aspects of each of the four subfields will also be addressed. An emphasis is placed on the holistic nature of the discipline. It centers on an evolutionary and comparative approach to our species.

### ANTH 0155 • Physical Anthropology and Archaeology

**Fall • 3 Credit Hours**

An introduction to physical (biological) anthropology that emphasizes the study of *Homo sapiens* evolution and diversity, as well as archaeology which focuses upon the myriad of artifacts created by this species. Languages, cultures, social organization and human ecology are incorporated to facilitate an understanding of the people of the earth. A recognition and appreciation of the flora and fauna are basic to this course.

### ANTH 0298 • Topics in Anthropology

**Demand • 3 Credit Hours**

Special Anthropology topics of current interest. Subjects and instructors may vary each semester. Students are encouraged to submit areas of interest to the Social Science Department.

### ANTH 0302 • North American Indians

**Demand • 3 Credit Hours**

Ethnographic survey of the indigenous tribes of North America (excluding Mexico), including earliest archeological sequences followed by a description of the culture areas and traditional lifeways encompassed therein at the time of European contact. Emphasis upon the processes of culture change and adaptation over the past two centuries. Contemporary issues such as language renewal, the Pan-Indian movement, religious freedom and tribal sovereignty are then placed within their cultural and historical contexts.

### ANTH 304 • Magic, Ritual, and Religion

**Fall • 3 Credit Hours**

This course will examine early anthropological theories on the evolution of religion. It will also document the variety of belief systems surrounding the spiritual world in traditional and contemporary societies, including sorcery, shamanism, ancestor veneration, and transcendent experiences. Conceptions of the sacred and the significance of place make up another segment of the course, as does the role of myth in structuring human thought and societies. Religious practice in the form of ritual, prayer, and symbolism are included from the framework of cultural anthropology. Finally, it will address the effects of culture contact and diffusion of major world religions upon indigenous peoples' belief systems.

### ANTH 0342 • Comparative Cultures

**Spring • 3 Credit Hours**

A comparative study of human society and culture, focusing on theories of culture and cultural institutions as they relate to contemporary preindustrial peoples. An ethnographic examination of representative groups is provided for purposes of cross-cultural comparison. Prerequisite: SOC 110 or ANTH 155 or consent of instructor.

### ANTH 0370 • Globalization & Native People

**Spring • 3 Credit Hours**

Globalization and Native Peoples focuses on the increasingly interconnected nature of human cultures around our planet. In this class, students will examine the socioeconomic, cultural, and political processes that work to both advance and to harm the unique lifeways of the thousands of indigenous people living as political and ethnic minorities within different nations. The course will address the complex and often negative effects of multinational corporations seeking to exploit natural resources within the traditional lands of native peoples, as well as the local ecological and health impact of various agencies. The course will also explore the role of modern media, including the Internet's popular social network sites, in another aspect of globalization today. Finally, the opposing trends of a global monoculture vs. the active promotion or revitalization of native language, culture, beliefs, and values will be discussed. Prerequisite: ANTH 101 (or above) or INTS 201 or SOC 110 or special permission from the instructor. Cross-listed as INTS 370.

### ANTH 0385 • Language & Culture

**Demand • 3 Credit Hours**

Exploration of the relationship between language and culture from theoretical approaches within anthropology, including the Sapir-Whorf hypothesis and the attempts to support or refute it. The expressive potentialities of diverse languages and cultures illustrate human creativity and diversity.

### ANTH 0498 • Advanced Topics in Anthropology

**Demand • 2 Credit Hours**

Specialized knowledge and/or current research in the discipline. Topics will vary by situation and instructor. Students will prepare and critique papers based on original research.

### ANTH 0499 • Independent Study

**Demand • 2 Credit Hours**

Structured by the advisor with approval of the department chair and school dean. Repeatable up to six credit hours.

**Minor in Cultural Anthropology**

Minor Code.....S084

<b>Foundational Courses</b> .....	<b>9</b>
ANTH 101 General Anthropology OR	
ANTH 155 Physical Anthropology and Archaeology.....	3
ANTH 342 Comparative Cultures .....	3
ANTH 385 Language and Culture.....	3
<b>Area Concentration Course (choose one)</b> .....	<b>3</b>
ANTH 302 North American Indians	
SOC 303 The Arab World	
HIST 150 Asian Civilizations	
HIST 313 East Asian Civilizations I	
HIST 415 African-American History and Culture	
SPAN 306 Introduction to Spanish Civilization	
SPAN 307 Introduction to Latin American Civilization	
FREN 302 Contemporary French Culture and Civilization	
FREN 306 French Culture and Civilization	
<b>Elective Topical Courses (choose two)</b> .....	<b>6</b>
ANTH 298 Special Topics in Anthropology	
ANTH 304 Magic, Ritual and Religion	
ANTH 370/INTS 370 Globalization and Native Peoples	
ANTH 498 Special Topics in Anthropology	
ANTH 499 Independent Study	
INTS 301 World Humanities	
INTS/GEOG 302 Environment and Society	
GEOG 310 Human Geography	
SOC 498 Special Topics in Sociology (with advisor approval )	
<b>Total</b> .....	<b>18</b>

**For additional information contact:****Dr. Ree Wells-Lewis****Webster Hall 245****417.625.9565 • wells-r@mssu.edu****ART****FACULTY:**

**Bentley- Chair, Bucher, Estes, McKenzie, Minert,  
Outhouse, Pishkur  
Fine Arts Building • 417.625.9563**

**Mission**

The Art Department complements a university liberal arts education with professional training in visual art by offering several major areas of study. These develop highly trained artists who will become designers, teachers and studio artists. The Department also includes minors for students majoring in other fields who desire to develop critical thinking and problem solving skills. Our faculty provides an integrated, relevant educational experience through quality teaching, small classes and individual attention. Additionally, the Art Department provides a component of the Humanities and Fine Arts portion of the General Education Requirement with Art Appreciation. Themed exhibitions in the campus Spiva Art Gallery, Art History courses, a permanent study collection of African artifacts and an extensive study abroad program provide training and experiences that fulfill the University's International Mission while advancing culture and creativity in this region.

**Implementation**

The Bachelor of Arts degree in Visual Art combines a liberal arts background with a strong foundation in studio arts and art history to prepare graduates for a wide range of creative careers. The Bachelor of Fine Arts in Studio Art is the professional course of study that prepares graduates to pursue a career as a visual artist in areas such as sculpture, painting, printmaking or ceramics while The Bachelor of Fine Arts in Graphic Design prepares students to pursue careers in advertising, print production, electronic media, web design and package design. Graduates with a Bachelor of Science in Education and a major in Art are certified through the Teacher Education program to teach K-12 in the state of Missouri.

Degree requirements in the various art programs are such that it is extremely important for students majoring in art to meet with their faculty advisors each semester. There are two major, direct assessments of candidates for art degrees: The Foundation Review (Entrance examination), Junior Review and Senior Exhibit (Capstone graduation portfolio review).

Students are responsible for contacting their advisor upon completion of the 18 credit hour Art Foundation Program to apply for The Foundation (Entrance Examination) Review. Passing this portfolio review is the entrance examination for application and enrollment in the Bachelor of Fine Arts Degree and until they do so, students may only be enrolled in one of the art department's other degree programs. The review also serves as an opportunity early in the art student's education for the student and the art faculty to review the academic and artistic progress that the student is making towards personal and institutional goals. For the review, students submit a representative portfolio of their creative work from the foundation courses in person to a selection of the art faculty following guidelines established in advance by the art department faculty.

Senior Exhibit is a two credit hour capstone course that meets once a week every fall semester as well as a capstone experience culminating in a formal exhibition of the student's artwork to the public in the spring semester. The final grade students receive for this experience is determined both by the student's participation in the semester long course as well as an average of the evaluations all art faculty members submit. The evaluations are based upon a ratings sheet assessing how well a candidate meets established criteria in the actual exhibition as well as a submitted exit portfolio.

ART 110, Art Appreciation, meets the General Education Requirement for non-art majors in the Humanities and Fine Arts area.

**Minor in Studio Art**

Minor Code.....AR80

ART 101 Two Dimensional Design.....	3
ART 103 Three Dimensional Design.....	3
ART 130 Basic Drawing .....	3
<b>Three Dimensional Media (select one)</b> .....	<b>3</b>
ART 207 Beginning Ceramics	
ART 205 Beginning Jewelry	
ART 211 Beginning Sculpture	
<b>Two Dimensional Media (select one)</b> .....	<b>3</b>
ART 140 Basic Digital Photography/Computer Skills	
ART 232 Beginning Painting*	
ART 212 Introduction to Printmaking	
<b>Any Upper Division Art History class EXCEPT ART 309</b> .....	<b>3</b>
<b>Upper Division Studio Art Elective</b> .....	<b>3</b>
<b>Total Hours</b> .....	<b>21</b>

\*Beginning Painting requires an additional prerequisite of ART 105 Color Theory.

**Bachelor of Arts ..... Major Code AR01****Visual Art**

<b>General Education Requirements (p. 45) 46-47 ..... 40-41</b>	
<b>Foreign Language* (Four courses in one language) ..... 12</b>	
<b>Art Requirements ..... 50</b>	
ART 100	Art Theory** ..... 3
ART 101	Two Dimensional Design ..... 3
ART 103	Three Dimensional Design ..... 3
ART 105	Color Theory ..... 3
ART 130	Basic Drawing ..... 3
ART 140	Basic Digital Photography/ Computer Skills*** ..... 3
<b>Two-Dimensional Media (Select One) ..... 3</b>	
ART 212	Beginning Printmaking
ART 232	Beginning Painting
<b>Three-Dimensional Media (Select One) ..... 3</b>	
ART 205	Beginning Jewelry
ART 207	Beginning Ceramics
ART 211	Beginning Sculpture
ART 370	Drawing ..... 3
ART 301	Art History: Prehistoric to Gothic ..... 3
ART 302	Art History: Renaissance to Modern ..... 3
ART	Art History (Upper Division 300-400 level) ..... 3
ART 490	Senior Exhibit ..... 2
<b>Upper Division Art Electives (300-400 level courses) ..... 12</b>	
<b>Electives ..... 7-8</b>	
<b>Electives (Upper Division) ..... 14</b>	
<b>Total Hours ..... 124</b>	

\*Foreign Language satisfies 3 hours of International Studies of General Education Requirement.

\*\*Art Theory satisfies 3 hours of Humanities and Fine Arts General Education Requirement.

\*\*\*Basic Digital Photo/Computer Skills satisfies departmental computer literacy requirement.

**Bachelor of Fine Arts ..... Major Code AR02****Studio Art**

<b>General Education Requirements (p. 45) 46-47 ..... 43-44</b>	
<b>Art Requirements ..... 80</b>	
<b>Required Art Foundation Courses</b>	
ART 100	Art Theory* ..... 3
ART 101	Two Dimensional Design ..... 3
ART 103	Three Dimensional Design ..... 3
ART 105	Color Theory ..... 3
ART 130	Basic Drawing ..... 3
ART 140	Basic Digital Photography/ Computer Skills** ..... 3
<b>Studio Art Requirements</b>	
ART 205	Beginning Jewelry ..... 3
ART 207	Beginning Ceramics ..... 3
ART 211	Beginning Sculpture ..... 3
ART 212	Beginning Printmaking ..... 3
ART 232	Beginning Painting ..... 3
ART 301	Art History: Prehistoric to Gothic ..... 3
ART 302	Art History: Renaissance to Modern ..... 3
ART	Art History (Upper Division) ..... 6
ART 370	Drawing ..... 3
ART 371	Life Drawing ..... 3
ART 490	Senior Exhibit ..... 2
<b>Studio Emphasis Area (Four courses of Upper Division)</b>	
<b>Study in one Studio area of Concentration ..... 12</b>	
<b>Art Electives ..... 6</b>	
<b>Upper Division Art Electives (300-400 level) ..... 9</b>	
<b>Any Electives ..... 0-1</b>	
<b>Total Hours ..... 124</b>	

\* Art Theory satisfies 3 hours of Humanities and Fine Arts of General Education Requirement

\*\*Basic Digital Photo/Computer Skills satisfies departmental computer literacy requirement.

**Minor in Art History**

Minor Code.....AR82

ART 301	Art History, Prehistoric Through Gothic ..... 3
ART 302	Art History, Renaissance Through Modern ..... 3
ART 320	Introduction to Gallery Studies ..... 3
<b>Select 9 hours from the following ..... 9</b>	
ART 303	Art History, 19th Century
ART 304	Art History, 20th Century
ART 308	Women in Art
ART 309	History and Theory of Graphic Design
ART 498	Special Topics in Art
<b>Total Hours ..... 18</b>	

**Minor in Graphic Design**

Minor Code.....AR81

ART 101	Two Dimensional Design ..... 3
ART 130	Basic Drawing ..... 3
ART 140	Basic Digital Photography/ Computer Skills ..... 3
ART 215	Illustrator/InDesign ..... 3
ART 216	Photoshop/Web Design ..... 3
ART 240	Typography and Lettering ..... 3
ART 309	History and Theory of Graphic Design ..... 3
ART 325	Graphic Design I ..... 3
<b>Total Hours ..... 24</b>	

**For additional information contact:**  
**Christine Bentley • Fine Arts Building**  
**417.625.3066 • bentley-c@mssu.edu**

**Bachelor of Science in Education ..... Major Code ES08****Art Major, Grades K-12 Certification****General Education Requirements (p. 45) 46-47 ..... 37-38****Art Requirements ..... 54**

ART 100	Art Theory*	3
ART 101	Two Dimensional Design.....	3
ART 103	Three Dimensional Design.....	3
ART 105	Color Theory.....	3
ART 130	Basic Drawing.....	3
ART 140	Basic Digital Photography/ Computer Skills**.....	3
ART 200	Arts & Crafts.....	3
ART 207	Beginning Ceramics.....	3
ART 211	Beginning Sculpture.....	3
ART 212	Introduction to Printmaking.....	3
ART 232	Beginning Painting.....	3
ART 380	K-8 Methods.....	2
ART 381	9-16 Methods.....	2

**Drawing Emphasis (Select One) ..... 3**

ART 370	Drawing	
ART 371	Life Drawing	
ART	Art History.....	9
ART 490	Senior Exhibit.....	2

**ART Elective ..... 3****Education Certificate Requirements\*\*\* (p. 180)..... 42-43****Total Hours..... 133-135**

\*Art Theory satisfies 3 hours of Humanities and Fine Arts of General Education Requirements

\*\*Basic Digital Photo/Computer Skills satisfies departmental computer literacy requirement.

\*\*\*PSY 100 and EDUC 280 satisfy certification requirements and 3 hours of Social and Behavioral Sciences and 3 hours of International Studies of General Education Requirements.

## COURSE DESCRIPTIONS:

### ART

**ART 0100 • Art Theory****Fall & Spring • 3 Credit Hours**

A survey course that provided an introduction to the theoretical and philosophical underpinnings of art through the exploration of art history, aesthetics, criticism, studio and cultural influences. The objective is to provide a foundation of understanding for the beginning art student through reading, discussions and investigations of the ideas and condition that influence the inception and development of works of art. The course will consist of lecture, research, verbal and written critiques and discussions.

**ART 0101 • Two Dimensional Design****Fall & Spring • 3 Credit Hours**

Foundation studio course that incorporates principles and elements of design in solving studio problems. Six studio hours per week. Lab fee required.

**Bachelor of Fine Arts ..... Major Code AR03****Graphic Design****General Education Requirements (p. 45) 46-47 ..... 43-44****Art Requirements ..... 81****Required Art Foundation Courses**

ART 100	Art Theory*	3
ART 101	Two Dimensional Design.....	3
ART 103	Three Dimensional Design.....	3
ART 105	Color Theory.....	3
ART 130	Basic Drawing.....	3
ART 140	Basic Digital Photography/ Computer Skills**.....	3

**Graphic Design Requirements**

ART 215	Illustrator/Indesign.....	3
ART 216	Photoshop/Web Design.....	3
ART 240	Typography and Lettering.....	3
ART 212	Introduction to Printmaking.....	3
ART 309	History/Theory of Graphic Design.....	3
ART 325	Graphic Design I.....	3
ART 350	Graphic Design II.....	3
ART 351	Graphic Design III.....	3
ART 360	Publication Design/Layout.....	3
ART 450	Graphic Design IV.....	3

**Supporting Studio Art Requirements**

ART 370	Drawing.....	3
ART 301	Art History: Prehistoric to Gothic.....	3
ART 302	Art History: Renaissance to Modern.....	3
ART	Art History (Upper Division).....	3
ART 490	Senior Exhibit.....	2

**Two Dimensional Media – (Select One) ..... 3**

ART 371	Life Drawing	
ART 232	Beginning Painting	

**Three Dimensional Media – (Select One) ..... 3**

ART 205	Beginning Jewelry	
ART 207	Beginning Ceramics	
ART 211	Beginning Sculpture	

**Upper Division Art Electives (300-400 level)..... 12****Any Electives ..... 0-1****Total Hours..... 124**

\* Art Theory satisfies 3 hours of Humanities and Fine Arts of General Education Requirement

\*\*Basic Digital Photo/Computer Skills satisfies departmental computer literacy requirement.

**ART 0103 • Three Dimensional Design****Fall & Spring • 3 Credit Hours**

Foundation studio course introducing the use of the Elements of Design and Principles of Composition to design and create three-dimensional objects and spaces. A variety of basic materials, tools, skills and techniques are covered. The course consists of lecture, research, studio projects, verbal and written critiques and/or discussions. There may be additional costs in addition to course fees. Six studio hours per week. Lab fee required.

**ART 0105 • Color Theory****Fall & Spring • 3 Credit Hours**

Foundation studio course dealing with the theories, problems and applications of color. Six studio hours per week. Lab fee required.

## COURSE DESCRIPTIONS: ART (CONTINUED)

### ART 0110 • Art Appreciation

**Fall & Spring • 3 Credit Hours**

A survey designed to increase appreciation of the visual arts through readings, slide lectures, library research and visits to the George A. Spiva Center for the Arts. Development of the cognitive and critical processes as they relate to the visual arts are emphasized.

### ART 0130 • Basic Drawing

**Fall & Spring • 3 Credit Hours**

Development of perceptual and structural drawing skills through the study of line, value, perspective and composition using various media. Six studio hours per week. Lab fee required.

### ART 0140 • Basic Digital Photography/ Computer Skills

**Fall & Spring • 3 Credit Hours**

Introduction to digital photography and image editing emphasizing the technical and aesthetic issues and how these qualities inform image content. Control of camera settings, natural and studio lighting and basic Photoshop editing is explored as well as career options in digital photography. A final printed and digital portfolio will be prepared. Students enrolled in the course must own a digital camera. Professional cameras, computers, software, lighting equipment and a studio will be provided for assignments. Six studio hours per week. Lab fee required. There may be additional supply costs in addition to course fees. Satisfies departmental requirement for a computer application course.

### ART 0200 • Arts & Crafts

**Demand • 3 Credit Hours**

Basic crafts survey exploring materials and processes of traditional and contemporary handicrafts. Investigates historical and contemporary uses of the five core Fine Craft media: Clay, Wood, Fiber, Precious Metals and Glass. Also the importance of the roles of functionality and craftsmanship. The course consists of lecture, research, hands-on studio projects, verbal and written critiques and discussions. Lab fee required.

### ART 0205 • Begin Jewelry Design/Metalsmithing

**Fall & Spring • 3 Credit Hours**

Creative exploration of design fabrications, casting and forging processes. Six studio hours per week. Lab fee required. Prerequisite: ART 103 or approval of instructor.

### ART 0207 • Beginning Ceramics

**Fall & Spring • 3 Credit Hours**

An introduction to and the development of needed skills to use the potter's wheel to create basic pottery forms. Fundamentals of the entire ceramic process are introduced, including clay preparation, application of glazes, firing and methods and techniques of hand building with clay. There may be additional supply costs in addition to course fees. Six studio hours per week. Lab fee required.

### ART 0211 • Beginning Sculpture

**Fall & Spring • 3 Credit Hours**

An introductory exploration of formal and conceptual issues found in creating sculpture. This exploration includes using additive, subtractive and construction techniques using, but not limited to, traditional sculpture materials, equipment and techniques. This course consists of lecture, research, studio projects, verbal and written critiques and/or discussions. There may be additional supply costs in addition to course fees. Six studio hours per week. Lab fee required. Prerequisite: ART 103.

### ART 0212 • Introduction to Printmaking

**Fall & Spring • 3 Credit Hours**

Introduction to the printmaking tools, materials, techniques and process of the (1) Intaglio: etching, drypoint, aquatint and softground (2) Lithography (3) Monotype and monoprint (4) Relief: woodcut, linocut. Emphasis on drawing and design. Six studio hours per week. Lab fee required. Prerequisite: ART 130.

### ART 0215 • Illustrator/InDesign

**Fall • 3 Credit Hours**

Studio course introduction of computer graphics/publishing using Illustrator and InDesign on the Macintosh computer. Students will study computer vector illustration, desktop publishing and page layout, using type and images. File and disc management, storage and scanning included. Six studio hours per week. Lab fee required. Prerequisites: ART 101, ART 105, ART 130 and ART 140.

### ART 0216 • Photoshop & Web Design

**Spring • 3 Credit Hours**

Studio course introduction of imaging and web design using Adobe Photoshop and Dreamweaver on the Macintosh computer. Students will study photo editing, creative illustration and web design. File and disc management, storage and scanning included. Six studio hours per week. Lab fee required. Prerequisites: ART 101, ART 105 and ART 140.

### ART 0220 • Art for the Elementary School Teacher

**Fall & Spring • 2 Credit Hours**

Art theory and experiences, curriculum theory and appropriate materials, objectives, methods, activities and resources preparatory to instruction of elementary school students. Lecture, discussion and studio. Required for both elementary education majors and secondary art education majors. Lab fee required.

### ART 0232 • Beginning Painting

**Fall & Spring • 3 Credit Hours**

Procedures, techniques, historical processes and basic fundamentals of painting with acrylic. Six studio hours per week. Lab fee required. Prerequisite: ART 101, ART 105 and ART 130.

### ART 0240 • Typography and Lettering

**Fall • 3 Credit Hours**

A studio course introducing the art of typography. Designed to develop the skills needed to competently use the tools, materials and methods employed by professionals for layouts, typesetting and composition. All assignments use lettering or typography as the primary design element. Prerequisite: ART 101 and ART 130. Six studio hours per week. Lab fee required.

### ART 301 • Art History, Prehistoric Through Gothic

**Fall • 3 Credit Hours**

Historic survey of the visual arts from prehistoric through the Middle Ages. Primarily in the Near East, North Africa and Europe.

### ART 0302 • Art History, Renaissance through Modern

**Spring • 3 Credit Hours**

Historical survey of the visual arts of Europe from the Early Renaissance through the Modern period. Comparative study of other cultures included.

### ART 0303 • Art History, 19th Century

**Fall (Odd) • 3 Credit Hours**

Historic survey of the visual arts of Western Europe and the United States focusing primarily upon the styles of Neo-Classicism, Romanticism, Realism, Impressionism and Post-Impressionism.

### ART 0304 • Art History, 20th Century

**Fall (Even) • 3 Credit Hours**

Study of the mainstreams of Western Art in Europe and the United States, including its sources and influences. Emphasis placed on the succession of modernist art movements in France and Germany from 1900 to 1945 and in the United States from 1945 to present.

**ART 0306 • Art History, African Art****Spring (Odd) • 3 Credit Hours**

Historical survey of African art covering different groups of people, different periods, geographic areas and mediums. Requirements: research paper oral presentations, periodic tests.

**ART 0308 • Women in Art****Summer or Spring (Even) • 3 Credit Hours**

A survey of the role of women as artists and subject in the visual arts from pre-history to the present. Prerequisites: Art Major or Art History Minor, or permission from instructor, 30 hours earned total.

**ART 0309 • History and Theory of Graphic Design****Spring (Even) • 3 Credit Hours**

A course structured to give the graphic design student a survey of the complex history of this field. The class will cover the topics in graphic design from pre-historic times through the present. Involved will be the invention of alphabet, printing, moveable type, manuscript, type design and most forms of printing. In addition they will cover the major periods in advertising history and understand the important visual forms that expanded this profession. Students will observe, analyze and critique artwork attributed to major design innovators from various periods in history. Course will consist of research, verbal and written critiques and discussions.

**ART 0310 • Water Media****Demand • 3 Credit Hours**

Mixed media painting class that may include techniques and aesthetic processes of watercolor painting. Six studio hrs. per week. Lab fee required. May be repeated for a total of six credit hours. Prerequisite: ART 232 or permission of instructor.

**ART 0313 • Intaglio/Relief****Fall • 3 Credit Hours**

A continuation of Beginning Printmaking (ART 212). Emphasis on the techniques involved in the Intaglio and Relief Printing processes. Students will complete four major projects for each of the printing processes resulting in a total of eight finished works. May be repeated for a total of six credit hours. Prerequisite ART 212.

**ART 0314 • Silkscreen/Lithography****Spring • 3 Credit Hours**

A continuation of Beginning Printmaking (ART 212). Emphasis on the techniques involved in the Serigraphy (silkscreen) and lithographic printing processes. Students will complete eight finished works relevant to the silkscreen and lithographic printing process. May be repeated for a total of six credit hours. Prerequisite ART 212.

**ART 0320 • Introduction to Gallery Studies****Fall and/or Spring • 3 Credit Hours**

Introduction to gallery functions through observation and participation. Experience will include lecture, installation, exhibition design, curatorial and gallery processes, marketing, and communication with artists. Prerequisites: Sophomore or higher, Art major or Art History minor, or permission from instructor.

**ART 0325 • Graphic Design I****Fall • 3 Credit Hours**

Introduction to graphic design with an emphasis on the recognition, function and aesthetic use of typography/pictorial images as a visual language for a variety of projects. Includes layout and type/image relationships. Six studio hours per week. Lab fee required. Prerequisite: ART 215, ART 216 and ART 240.

**ART 0330 • Jewelry Design/Metalsmithing****Fall & Spring • 3 Credit Hours**

Exploration of advanced methods and techniques of complex forms for jewelry and metalsmithing design. Six studio hours per week. Lab fee required. May be repeated for a total of six credit hours. Prerequisite: ART 205.

**ART 0332 • Painting****Spring • 3 Credit Hours**

Students select two proposed individual content problems for self-development using a variety of media. The results will be two series of paintings on stretched canvas that provide unique solutions. Six studio hours per week. Lab fee required. May be repeated for a total of six credit hours. Prerequisite: ART 232.

**ART 0337 • Wheel Throwing****Fall • 3 Credit Hours**

An intermediate level ceramics studio class with a focus on developing and expanding the skills and techniques used with the potter's wheel. Designed to improve knowledge and skills with using ceramic materials and techniques, especially in regards to creating functional pottery forms. This course consists of lecture, research, studio projects, verbal and written critiques and/or discussions. There may be additional supply costs in addition to course fees. Six studio hours per week. Lab fee required. Prerequisite: ART 207.

**ART 0338 • Hand Building with Clay****Spring • 3 Credit Hours**

An intermediate-level ceramics studio class focusing on developing and expanding the skills and techniques of hand building objects with clay. Designed to improve knowledge and skills with ceramic materials and technique, especially in regards to creating sculpture ceramic forms. This course consists of lecture, research, studio projects, verbal and written critiques and/or discussions. There may be additional supply costs in addition to course fees. Six studio hours per week. Lab fee required. Prerequisite: ART 207.

**ART 0341 • Sculpture Foundry****Fall • 3 Credit Hours**

An intermediate sculpture course focusing on plaster mold making and introducing the materials and techniques used in traditional (lost wax) as well as contemporary sculptural casting processes. Model making, investment, casting, chasing and mounting of aluminum and/or bronze sculptures are covered. The course consists of lecture, research, studio projects, verbal and written critiques and/or discussions. There may be additional supply costs in addition to course fees. Six studio hours per week. Lab fee required. Prerequisite: ART 211 or approval of instructor.

**ART 0342 • Sculpture****Spring • 3 Credit Hours**

An intermediate study of creating sculptural forms, focusing on improving knowledge and skills with materials and techniques, conceptual thinking and visual communication. The course will consist of lecture, research, presentations, studio projects, verbal and written critiques and/or discussions. There will be additional supply costs in addition to course fees. Six studio hours per week. Lab fee required. Prerequisite: ART 211.

**ART 0350 • Graphic Design II****Spring • 3 Credit Hours**

Continued study of Graphic Communications I with an emphasis on the design and preparation of two and three-dimensional projects for printing and web. Includes an introduction to digital studio photography and introduction to the development of an individual portfolio. Six studio hours per week. Lab fee required. Prerequisite: ART 325.

**ART 0351 • Graphic Design III****Fall • 3 Credit Hours**

Continued study of Graphic Design with an emphasis on the design and preparation of two and three-dimensional projects. Includes use of digital studio photography and development of an individual portfolio. Six studio hours per week. Lab fee required. There may be additional supply costs in addition to course fees. Prerequisite: ART 350.

## COURSE DESCRIPTIONS: ART (CONTINUED)

### ART 0360 • Publications Design and Layout

**Spring • 3 Credit Hours**

A course in the basic technical preparation of artwork prior to publication. Computer production techniques are taught in the context of simulated professional job processes. This course will cover specific computer and printing processes such as halftones and screens, one color, duotones and overlay techniques, two color, photo sizing, four color process printing and color separations. Additionally, basic layout, imposition and bindery, studio business practices such as pricing, estimating, time tracking, budgets, client contact and presentation will be covered. Six studio hours per week. Lab fee required. There may be additional supply costs in addition to course fees. Prerequisite: ART 325.

### ART 0365 • Swedish Photography Seminar

**Summer • 3 Credit Hours**

Swedish Photography Seminar enrollment is limited to those individuals participating in the Summer in Sweden travel and study program. Course consists of lecture, on-site photography, critiques and photo lab work in traditional silver black and white photography. Meeting days and times will coordinate with required travel dates. Enrollment by permission of the Summer in Sweden Director or Art Department Head. Lab fee required.

### ART 0366 • The Art of Scandinavia

**Summer • 3 Credit Hours**

Art Historical survey of Scandinavian Art with enrollment limited to those individuals participating in the Summer in Sweden travel and study program. Art Students visit museums in Stockholm, Oslo and Copenhagen to study a wide variety of Scandinavian art from many different periods. They observe, analyze, and critique selected works and architecture from a wide variety of periods to compare and contrast with contemporary works. Course consists of travel, research, verbal and written critiques and discussions. Enrollment by permission of the Summer in Sweden Director or Art Department Head.

### ART 0370 • Drawing

**Fall & Spring • 3 Credit Hours**

Continuation of Basic Drawing (ART 130) with emphasis on perceptual drawing techniques, composition and drawing media. Prerequisites ART 101 and ART 130. Six studio hours per week.

### ART 0371 • Life Drawing

**Spring • 3 Credit Hours**

Drawing the human figure with emphasis on anatomy, structure and form using a variety of media. Six studio hours per week. Lab fee required. May be repeated for a total of six credit hours. Prerequisites: ART 101 and ART 130.

### ART 0380 • K-8 Methods

**Fall • 2 Credit Hours**

Exploration of Art Education theory, curriculum, materials, objectives, methods, activities, service learning, and resources preparatory to instruction of elementary school students. Lecture, discussion, and studio. Required for art education majors. First 8 weeks of semester. Must be in the Teacher Education program and have previously taken Junior Block courses.

### ART 0381 • 9-16 Methods

**Fall • 2 Credit Hours**

Exploration of Art Education theory, curriculum, materials, objectives, methods, activities, service learning, and resources preparatory to instruction of secondary school students. Lecture, discussion, and studio. Required for art education majors. Second 8 weeks of semester, taken immediately after ART 380 K-8 Methods. Must be in the Teacher Education program and have previously taken Junior Block courses.

### ART 0400 • Advanced Drawing

**Fall & Spring • 3 Credit Hours**

Advanced investigation of various drawing elements including compositions, structure and aesthetics. Six studio hours per week. Lab fee required. May be repeated for a total of six credit hours. Prerequisite: ART 370 and ART 371.

### ART 0401 • Advanced Painting

**Fall & Spring • 3 Credit Hours**

Students select an individual problem for self-development using a variety of media. Six studio hours per week. Lab fee required. May be repeated for a total of six credit hours. Prerequisite: ART 310 or ART 332.

### ART 0407 • Advanced Ceramics

**Fall & Spring • 3 Credit Hours**

Advanced methods, techniques and procedures of pottery making and design in clay. Six studio hours per week. Lab fee required. May be repeated for a total of six credit hours. Prerequisite: ART 337 or ART 338.

### ART 0411 • Advanced Sculpture

**Fall & Spring • 3 Credit Hours**

An advanced study of sculpture designed to encourage independent thought and investigation to aid in developing the artist's personal imagery while improving knowledge and skills with materials and technique, conceptual thinking and visual communication. The course will consist of lecture, research, studio projects, verbal and written critiques and/or discussions. There will be additional supply costs in addition to course fees. Six studio hours per week. Lab fee required. Prerequisite: ART 341 or 342. May be repeated for a total of six credit hours.

### ART 0412 • Advanced Printmaking

**Fall & Spring • 3 Credit Hours**

Serigraphy (silkscreen), lithography, intaglio, relief and monoprint processes. Advanced studio methods for color registration and mixed media procedures. Emphasis on design, drawing concept, technical proficiency and presentation. Six studio hours per week. Lab fee required. May be repeated for a total of six credit hours. Prerequisite: ART 313 or ART 314.

### ART 0422 • Special Projects I in Graphic Design

**Fall & Spring • 3 Credit Hours**

Advanced studio project selected by the student in a particular area of graphic design. Students attend a regularly scheduled course of related content but complete an independent special project approved by the instructor. Requirements: (1) an exhibit of the special project two weeks before the end of the semester and (2) a formal paper documenting the special project. Prerequisite: ART 351 and approval of the instructor. Six studio hours per week. Lab fee required. There may be additional supply costs in addition to course fees. May be repeated for a total of six credit hours.

### ART 0423 • Special Projects I in Jewelry/ Metalsmithing

**Fall & Spring • 3 Credit Hours**

An advanced studio study in jewelry and metalsmithing. Students attend a regularly scheduled course of related content but complete an independent special project approved by the instructor. Requirements: (1) an exhibit of the special project two weeks before the end of the semester and (2) a formal paper and presentation documenting the special project(s). There will be additional supply costs in addition to course fees. Six studio hours per week. Lab fee required. Prerequisite: ART 330 and approval of instructor. May be repeated for a total of six credit hours.

### ART 0424 • Special Projects I in Painting

**Fall & Spring • 3 Credit Hours**

An advanced studio study in painting. Students attend a regularly scheduled course of related content but complete an independent special project approved by the instructor. Requirements: (1) an exhibit of the special project two weeks before the end of the semester and (2) a formal paper and presentation documenting the special project(s). There will be additional supply costs in addition to course fees. Six studio hours per week. Lab fee required. Prerequisite: ART 401 and approval of instructor. May be repeated for a total of six credit hours.

**ART 0426 • Special Projects I in Sculpture****Fall & Spring • 3 Credit Hours**

An advanced studio study in sculpture. Students attend a regularly scheduled course of related content but complete an independent special project approved by the instructor. Requirements: (1) an exhibit of the special project two weeks before the end of the semester and (2) a formal paper and presentation documenting the special project(s). There may be additional supply costs in addition to course fees. Six studio hours per week. Lab fee required. Prerequisite: ART 411 and approval of instructor. May be repeated for a total of six credit hours.

**ART 0427 • Special Projects I in Ceramics****Fall & Spring • 3 Credit Hours**

An advanced studio study in ceramics. Students attend a regularly scheduled course of related content but complete an independent special project approved by the instructor. Requirements: (1) an exhibit of the special project two weeks before the end of the semester and (2) a formal paper and presentation documenting the special project(s). There may be additional supply costs in addition to course fees. Six studio hours per week. Lab fee required. Prerequisite: ART 407 and approval of instructor. May be repeated for a total of six credit hours.

**ART 0428 • Special Projects I in Drawing****Fall & Spring • 3 Credit Hours**

An advanced studio study in drawing. Students attend a regularly scheduled course of related content but complete an independent special project approved by the instructor. Requirements: (1) an exhibit of the special project two weeks before the end of the semester and (2) a formal paper and presentation documenting the special project(s). There may be additional supply costs in addition to course fees. Six studio hours per week. Lab fee required. Prerequisite: ART 400 and approval of instructor. May be repeated for a total of six credit hours.

**ART 0429 • Special Projects I in Printmaking****Fall & Spring • 3 Credit Hours**

An advanced studio study in printmaking. Students attend a regularly scheduled course of related content but complete an independent special project approved by the instructor. Requirements: (1) an exhibit of the special project two weeks before the end of the semester and (2) a formal paper and presentation documenting the special project(s). There may be additional supply costs in addition to course fees. Six studio hours per week. Lab fee required. Prerequisite: ART 412 and approval of instructor. May be repeated for a total of six credit hours.

**ART 0442 • Special Projects II in Graphic Design****Fall & Spring • 3 Credit Hours**

Advanced studio project selected by the student in a particular area of graphic design. Students attend a regularly scheduled course of related content but complete an independent special project approved by the instructor. Requirements: (1) an exhibit of the special project two weeks before the end of the semester and (2) a formal paper and presentation documenting the special project. Prerequisite: ART 422 and approval of the instructor. Six studio hours per week. Lab fee required. There may be additional supply costs in addition to course fees. May be repeated for a total of six credit hours.

**ART 0443 • Special Projects II in Jewelry/Metalsmithing****Fall & Spring • 3 Credit Hours**

Same as ART 423. There may be additional supply costs in addition to course fees. Six studio hours per week. Lab fee required. Prerequisite: ART 423 and approval of instructor. May be repeated for a total of six credit hours.

**ART 0444 • Special Projects II in Painting****Fall & Spring • 3 Credit Hours**

Same as ART 424. There may be additional supply costs in addition to course fees. Six studio hours per week. Lab fee required. Prerequisite: ART 424 and approval of instructor. May be repeated for a total of six credit hours.

**ART 0446 • Special Projects II in Sculpture****Fall & Spring • 3 Credit Hours**

Same as ART 426. There may be additional supply costs in addition to course fees. Six studio hours per week. Lab fee required. Prerequisite: ART 426 and approval of instructor. May be repeated for a total of six credit hours.

**ART 0447 • Special Projects II in Ceramics****Fall & Spring • 3 Credit Hours**

Same as ART 427. There may be additional supply costs in addition to course fees. Six studio hours per week. Lab fee required. Prerequisite: ART 427 and approval of instructor. May be repeated for a total of six credit hours.

**ART 0448 • Special Projects II in Drawing****Fall & Spring • 3 Credit Hours**

Same as ART 428. There may be additional supply costs in addition to course fees. Six studio hours per week. Lab fee required. Prerequisite: ART 428 and approval of instructor. May be repeated for a total of six credit hours.

**ART 0449 • Special Projects II in Printmaking****Fall & Spring • 3 Credit Hours**

Same as ART 429. There may be additional supply costs in addition to course fees. Six studio hours per week. Lab fee required. Prerequisite: ART 429 and approval of instructor. May be repeated for a total of six credit hours.

**ART 0450 • Graphic Design IV****Spring • 3 Credit Hours**

Advance study of graphic design layout, production and/or video reproduction. Includes advanced projects with computer-aided graphic techniques and equipment. Completion of an individual portfolio is required. Six studio hours per week. Lab fee required. May be repeated for a total of six credit hours. Prerequisite: ART 425.

**ART 0490 • Senior Exhibit****Fall • 2 Credit Hours**

Prepares senior art majors for their exhibit which is normally scheduled during spring in the Spiva Art Gallery. One hour lecture, two hours of studio per week. Prerequisite: Senior standing and permission of the Junior Review Committee.

**ART 0491 • Internship in Art****Fall, Spring & Summer • 1-8 Credit Hours**

An off-campus work experience in a professional setting for advanced art majors. All internships must conform with institutional policy regarding the number of hours per credit and with contractual agreements involving the cooperating organization. Prerequisites: six hours of upper division level art coursework, junior standing or above and approval of the Art Department Internship Coordinator.

**ART 0498 • Special Topics in Art****Demand • 1-3 Credit Hours**

For upper division Art majors or related majors. Topics and methods of current interest not included in other courses. Enrollment by permission of instructor or department head. Prerequisites to be determined by Art Department.

**ART 0499 • Independent Study****Fall, Spring & Summer • 1-3 Credit Hours**

An in-depth study of some specialized topic or project not considered in the art department course offerings. An advisor from the art faculty will structure the independent study with the approval of the department head. Prerequisite: At least 90 hours completed and an overall cumulative GPA of 3.0 or higher. Enrollment must be approved by the department head and school dean.

# BIOLOGY



## FACULTY:

**Dennis - Chair, Boman, Creamer, Cunningham, Fletcher, Heth, Johnson, Kennedy, Lawson, Peters, Plucinski, Riner, Roettger, Schlink, Wells, Willand & Zolnierz**  
**Reynolds Hall 210 • 417.625.9376**

## Mission

Our mission is to provide a stimulating and challenging Biology curriculum, excellence in teaching, quality academic advising, outstanding general education courses and dedicated community and university service, as well as international opportunities for students.

Coursework within biology can encompass a wide range of topics including anatomy, botany, cell biology, ecology, evolution, physiology, zoology and many others. The curriculum for a Bachelor of Science with a Major in Biology is arranged into three areas of study in order to highlight courses that are most appropriate for a particular area of interest.

**Biomedical Sciences:** Students interested in pre-dental, pre-medical, pre-optometry, pre-pharmacy, pre-physician assistant, pre-physical therapy or pre-occupational therapy, or pre-veterinary studies should consider courses that are listed within the area of biomedical sciences. Many of these courses may be required by professional schools such as medical schools or pharmacy schools.

**Field/Conservation Biology:** Students interested in botany, conservation, ecology, evolution, marine biology, wildlife, zoology, or other related topics should consider courses that are listed within the area of field or conservation biology. These courses provide a solid educational background for students wanting to pursue graduate studies or careers in these related areas.

**General Biology:** Students interested in a more broad range of biological topics should consider courses that are listed within the area of general biology. These courses provide a diverse educational background that would allow students to pursue graduate studies or careers in a wide range of biological sciences.

**Bachelor of Science in Education with a Major of Unified Science, Biology Endorsement:** Will allow students to teach introductory level courses in biology, chemistry, earth science, and physics and to teach advanced courses in biology at the secondary level.

**Bachelor of Science in Education with a Biology Certification:** Will allow students to teach introductory and advanced level courses in biology at the secondary level.

Internships are encouraged for biology majors. These internships allow the students to gain practical experience in a work or research setting. Students work under the joint supervision of a faculty member and a representative of the institute providing the intern experience.

## Bachelor of Science.....Major Codes BI01-BI10

### Biology Major

#### General Education Requirements (p. 45) 46-47\*..... 34-35

#### Biology Requirements .....40

BIO 110	Principles of Biology I.....	4
BIO 111	Principles of Biology II.....	4
BIO 210	Molecular Biology***.....	4
BIO 231	General and Medical Microbiology.....	5
BIO 305	Genetics***.....	4
BIO 402	General Ecology***	

OR

BIO 481 Aquatic Ecology\*\*\*..... 4

BIO Electives (200 level or higher).....15\*\*

#### Supporting Requirements ..... 25

MATH 140	Algebra & Trigonometry (MATH 130 + MATH 135 = MATH 140)	
	OR	

MATH 150 Calculus with Analytic Geometry I..... 5

CHEM 151 General Chemistry I..... 5

CHEM 152 General Chemistry II..... 5

CHEM 301 Organic Chemistry I..... 5

PHYS 151 Elementary College Physics I..... 5

**Electives** ..... **24-25**

**Total Hours**..... **124\*\*\*\***

\*Required courses in Biology, Chemistry, Mathematics and Physics satisfy major requirements and 12 hours of the General Education Requirements.

\*\*Electives should be chosen based on the following divisions:

**Biomedical Sciences** ..... 15

Recommended courses: ..... BIO 201 or 331, 240, 301, 308, 350, 361, 362, 370, 380, 433, 442, 455, 456, 464, 490, 491, 498, 499

**Field/Conservation Biology** ..... 15

Recommended courses: ..... BIO 250, 300, 302, 303, 304, 312, 316, 322, 331, 332, 352, 361, 370, 440, 455, 464, 490, 491, 498, 499

**General Biology** ..... 15

Recommended courses: ..... Two from each of the following:  
 Biomedical Sciences electives and Field/Conservation Biology electives

\*\*\*This combination of required courses fulfills computer literacy requirement.

\*\*\*\*Must include at least 40 Upper Division (300 - 400 level) hrs.

Although not required for the BS in Biology, some students may need additional courses to meet admission requirements for professional or graduate school. Students should contact their advisor and prospective professional or graduate school for information regarding the specific courses required.

**For additional information on Biology or Environmental Health Degrees**  
**Check out the Environmental Health Program on page 89**  
**or go to [mssu.edu/academics/arts-sciences/biology](http://mssu.edu/academics/arts-sciences/biology)**

**Bachelor of Science in Education ..... Major Code ES00****Unified Science Major, Biology Endorsement****General Education Requirements (p. 45) 46-47\* ..... 32-33**

EDUC 301 Technology in Education ..... 3

**Biology Requirements ..... 36-38****Required Biology Courses ..... 12**

BIO 110 Principles of Biology I ..... 4

BIO 111 Principles of Biology II ..... 4

BIO 121 Anatomy and Physiology I ..... 4

**Microbiology, Genetics, Cell Biology,****Biochemistry and Evolution ..... 17-18**

BIO 305 Genetics ..... 4

BIO 210 Molecular Cell Biology ..... 4

BIO 231 General and Medical Microbiology ..... 5

BIO 221 Human Anatomy and Physiology II ..... 5

OR

BIO 301 Human Physiology ..... 4

OR

BIO 331 Comparative Vertebrate Anatomy ..... 5

**Botany - Select One ..... 3-4**

BIO 316 Economic Botany ..... 3

BIO 322 Taxonomy of Flowering Plants ..... 4

BIO 440 Plant Pathology ..... 4

**Ecology - Select One ..... 4**

BIO 312 Environmental Biology ..... 4

BIO 402 General Ecology ..... 4

BIO 481 Aquatic Ecology ..... 4

**Supporting Requirements ..... 24-25**

PHIL 420 Philosophy of Science

OR

Approved Substitute ..... 3

MATH 140 Algebra and Trigonometry ..... 5

(MATH 130 + MATH 135 = MATH 140)

CHEM 151 General Chemistry I ..... 5

CHEM 152 General Chemistry II ..... 5

PHYS 151 Elementary College Physics I ..... 5

PHYS 152 Elementary College Physics II ..... 4

GEOL 120 Introduction to Geology ..... 4

GEOL 185 Introduction to Meteorology ..... 4

**Educational Requirements (p. 180) ..... 37-38****Total Hours ..... 143-147**

\*Required courses in Biology, Chemistry, Mathematics, Physics and Psychology satisfy major requirements and 15 hrs. of the General Education Requirements. Courses listed may have additional prerequisite requirements that will need to be met before taking the course.

**Bachelor of Science in Education ..... Major Code ES09****Biology 9-12 Certification****General Education Requirements (p. 45) 46-47\* ..... 32-33**

EDUC 301 Technology in Education ..... 3

**Biology Requirements ..... 34****Animal Form and Function ..... 13**

BIO 110 Principles of Biology I ..... 4

BIO 121 Anatomy and Physiology I ..... 4

BIO 221 Anatomy and Physiology II ..... 5

**Plant Form and Function ..... 4**

BIO 111 Principles of Biology II ..... 4

**Cell Biology, Genetics and Evolution ..... 13**

BIO 210 Molecular Cell Biology ..... 4

BIO 231 General and Medical Microbiology ..... 5

BIO 305 Genetics ..... 4

**Biology Elective - Environmental/Earth Science (Select One) ..... 4**

BIO 312 Environmental Biology ..... 4

BIO 402 General Ecology ..... 4

BIO 481 Aquatic Ecology ..... 4

**Supporting Requirements ..... 24-25**

PHIL 420 Philosophy of Science

OR

Approved Substitute ..... 3

MATH 140 Algebra and Trigonometry ..... 5

(MATH 130 + MATH 135 = MATH 140)

CHEM 151 General Chemistry I ..... 5

CHEM 152 General Chemistry II ..... 5

PHYS 151 Elementary College Physics I ..... 5

PHYS 152 Elementary College Physics II ..... 4

GEOL 120 Introduction to Geology ..... 4

GEOL 185 Introduction to Meteorology ..... 4

**Educational Requirements (p. 180) ..... 36-39****Total Hours ..... 132-136**

\*Required courses in Biology, Chemistry, Mathematics, Physics and Psychology satisfy major requirements and 15 hrs. of the General Education Requirements. Courses listed may have additional prerequisite requirements that will need to be met before taking the course.

**Minor in Biology**

Minor Code ..... BI80

Requires a minimum of 20 Biology credit hours. At least 6 credit hours must be upper division (300-400 level) and at least 12 credit hours must be 200 level or above. Courses must be chosen in consultation with an academic advisor from the Department of Biology and Environmental Health.

**For additional information on Biology:**

**Dr. Jennifer Dennis, Department Chair**

**Reynolds Hall 215 • 417.625.3569 • dennis-j@mssu.edu**

## **COURSE DESCRIPTIONS:** **BIOLOGY**

### **BIO 0100 • Freshman Seminar**

**Fall • 1 Credit Hour**

Designed to give formal and informal instruction to incoming Biology majors on careers in Biology, internships and provide opportunities for students to become actively involved with departmental programs. Recommended for all Biology majors.

### **BIO 0101 • General Biology**

**Fall, Spring & Summer • 4 Credit Hours**

A survey of general biological principles that emphasize concepts relevant to the student. Special topics may be used to illustrate course content. Three one-hour lectures, one 2-hour laboratory per week. Fulfills General Education requirements for Area D1. Does not fulfill biology degree requirements. Cross-listed as EH 101.

### **BIO 0110 • Principles of Biology I**

**Fall & Spring • 4 Credit Hours**

First in a two-course introductory sequence for biology majors. The unifying principles of living organisms including scientific method, biological molecules, cell structure, function and metabolism, genetics, evolution, and a survey of Prokaryotes, Protists, and Fungi. Three lectures, one three-hour lab per week. Fulfills General Education Requirements for Area D1. Prerequisites: an ACT comp score of 21 or higher; or BIO 101 or EH 101 with a grade of 'C' or better. High school chemistry strongly recommended.

### **BIO 0111 • Principles of Biology II**

**Fall & Spring • 4 Credit Hours**

A continuation of BIO 110 to include the evolution, diversity, structure, function and ecology of plants and animals. Three lectures, one 3-hour lab per week. Prerequisites: BIO 110 with a grade of 'C' or better.

### **BIO 0121 • Human Anatomy and Physiology I**

**Fall, Spring & Summer • 4 Credit Hours**

The first in a two-course sequence in which human anatomy and physiology are studied using a body system approach. Includes the concept of scientific inquiry and the fundamental concepts of cell biology, cell metabolism and genetics. Three lectures and one, two-hour lab per week. Fulfills the Core Curriculum requirements in Area D1 for certain Allied Health, Environmental Health, and Nursing majors.

### **BIO 0201 • Human Anatomy**

**Fall, Spring & Summer • 5 Credit Hours**

A general treatment of human anatomy from the tissue through the organ system levels of organization. The lecture provides the conceptual and organizational framework for laboratory, which utilizes microscopy, dissection, anatomical models, and anatomical software. Three hours of lecture and two, two-hour labs per week. Prerequisite: BIO 101 or EH 101 or BIO 111 with a grade of C or higher.

### **BIO 0210 • Molecular Cell Biology**

**Fall & Spring • 4 Credit Hours**

The study of molecular aspects of cellular structure and function. Biological characteristics of molecules including carbohydrates, lipids, nucleic acids, and proteins will be taught with an emphasis on the concept that organismal physiology is the expression of molecular function. Differences between prokaryotes and eukaryotes will be included. Three hours of lecture, one 3-hr lab per week. Prerequisites: BIO 111 and CHEM 152.

### **BIO 0221 • Human Anatomy and Physiology II**

**Fall, Spring & Summer • 5 Credit Hours**

This course is a continuation of BIO 121 – Human Anatomy and Physiology I. A systems approach will be used to emphasize the interrelationships between form and function at the gross and microscopic levels of human organization. Three lectures and two, two-hour labs per week. Credit toward the biology major granted for one physiology course: BIO 221 or BIO 301. Prerequisite: BIO 121 with a grade of 'C' or better.

### **BIO 0231 • General and Medical Microbiology**

**Fall, Spring & Summer • 5 Credit Hours**

Structure and function of microorganisms. Topics include the general principles of microbiology, immunology, and the identification of microorganisms. Three lectures and two 2 hour labs per week. Prerequisite: BIO 101 or BIO 111 or BIO 121 or EH 101 and CHEM 120 or 151.

### **BIO 0240 • Radiation Biology**

**Fall & Spring • 3 Credit Hours**

Survey of various types of radiation affecting humans, the uses of radiation and methods for monitoring radiation levels. Emphasis on the physiological damage that occurs to tissues following ionizing radiation. Three lectures per week. Prerequisites: Five hrs. of chemistry or acceptance into the School of Radiology.

### **BIO 0250 • Principles of Botany**

**Fall (Odd) • 4 Credit Hours**

Anatomy and morphology of the plant kingdom emphasizing botanical aspects of cell biology, chemistry, genetics, physiology and plant defenses. Advantages of evolutionary adaptations evidenced as students are introduced to the diversity of plants. Three lectures and one 2-hour lab per week. Prerequisite: BIO 111.

### **BIO 0298 • Topics in Biology**

**Demand • 1-5 Credit Hours**

Designed to give instruction in some discipline of biology not covered in other courses. Prerequisites to be determined by department.

### **BIO 0300 • Evolution**

**Spring (Even) • 3 Credit Hours**

Course designed to enhance the understanding and appreciation of the modern scientific theory of evolution. Evidence and mechanics of evolution exemplified by molecular biology, systematics, genetics and population ecology will be included as well as samples of current evolutionary research. Prerequisites: BIO 101 or BIO 105 or BIO 111.

### **BIO 0301 • Human Physiology**

**Fall • 4 Credit Hours**

A general treatment of normal human physiology which emphasizes physiological control and homeostasis at the organ system level of organization. Lecture focuses on physiological processes and concepts; the lab emphasizes the measurement and interpretation of physiological variables. Three hours of lecture and one 3-hr lab per week. Credit toward the biology major granted for one physiology course: BIO 221 or 301. Prerequisites: BIO 201 or BIO 221 or 331 and CHEM 120 or higher with a grade of 'C' or better.

### **BIO 0302 • Conservation Biology**

**Fall (Even) • 3 Credit Hours**

The study of the conservation of biodiversity based on the principles of ecology, evolution, and genetics. This course focuses on ecological and evolutionary principles relevant to conservation, levels of and threats to biodiversity, and practical aspects of conservation, within the context of a human dominated earth. Three lectures per week. Prerequisite: BIO 111.

### **BIO 0303 • Computer Applications Biology**

**Demand • 3 Credit Hours**

Explores ways in which microcomputers are used to better understand and study biological phenomena. The course develops technical expertise that is required in research, graduate school, teaching and other career fields. Prerequisites: BIO 101 or BIO 105 or BIO 111.

### **BIO 0304 • Introduction to Geographic Information Systems**

**Demand • 3 Credit Hours**

Geographic Information Systems, GIS, involves the study of spatial (geographic) location of features on the Earth's surface and the relationships between them. The goal of this course is to introduce students to the principles of cartography and GIS as they are used to analyze spatial aspects of society and the human and physical environments. Particular attention will be focused on ecology, environmental health, and related fields. Prerequisites: GEOG 101 or GEOG 211 and completion of D1 and D2 area of General Education Requirements. Cross-listed as EH 304 and GEOG 304.

### **BIO 0305 • Genetics**

**Fall & Spring • 4 Credit Hours**

Introduction to principles of heredity, gene structure, expression, and regulation. Emphasis on cytological and molecular approaches to nucleic acid replication, transcription, translation, and other genetic mechanisms. Lab exercises illustrate genetic principles and techniques used in modern genetic research. Three lectures, one 3-hour lab per week. Prerequisite: BIO 111.

### **BIO 0308 • Pathophysiology**

**Fall, Spring & Summer • 4 Credit Hours**

Altered physiologic states, the cellular manifestations and causes of disease and adaptations to the alterations. Three lectures, one 3-hr. lab per week. Prerequisite: BIO 221 or 301, with a grade of 'C' or better.

### **BIO 0312 • Environmental Biology**

**Fall (Odd) & Spring (Even) • 4 Credit Hours**

A study of how environmental factors interact with and impact living organisms and ecosystems. Emphasis is on global human ecology, environmental problems, sound environmental management practices and the sustainable use of natural resources. How environmental problems may be solved by the application of sound environmental science in conjunction with the choices allowed by human values. Three hours of lecture and two hours of lab per week. Prerequisites: BIO 101 or 105 or 111 or 121. Cross-listed as EH 312.

### **BIO 0316 • Economic Botany**

**Spring (Even) • 3 Credit Hours**

Economic uses of plants in the past, present and future. Emphasis on economic aspects of plants in medicine, agriculture, horticulture and industry. Includes the history of plant domestication facilitated by natural selection and purposeful breeding and an overview of plant chemistry, morphology and reproduction pertinent to economics. Prerequisites: BIO 111.

### **BIO 0322 • Taxonomy of Flowering Plants**

**Spring (Odd) • 4 Credit Hours**

Relationships among selected plant groups with emphasis on classification and descriptions of taxa, nomenclature and concepts concerning the evolutionary sequence of various plant characters. Southwestern Missouri flora emphasized. Two lectures, two 2-hour labs per week. Prerequisite: BIO 111.

### **BIO 0331 • Comparative Vertebrate Anatomy**

**Spring • 5 Credit Hours**

Fundamental course designed to enhance understanding and appreciation of the structure and adaptations of vertebrates. Emphasis on evolutionary adaptations and the relationship between structure and function. Two lectures, two three-hour labs per week. Prerequisite: BIO 111.

### **BIO 0332 • Introduction to Entomology**

**Fall (Even) • 4 Credit Hours**

Collecting methods, taxonomy, life history, morphology and evolution of insects. Three lectures, one 3-hour lab per week. Prerequisite: BIO 111.

### **BIO 0350 • Techniques in Microbiology**

**Spring (Even) • 2 Credit Hours**

This course will give students training in molecular techniques in microbiology through analysis of bacterial antibiotic resistance patterns and their medical ramifications. The origin, incidence, effects and prevention of antibiotic resistance will be discussed and investigated. Molecular techniques screening for and harvesting plasmid DNA from Gram-negative bacteria will be employed. Transference of plasmid DNA will also be performed by students through bacterial conjugation procedures. One hour of lecture, two hours of lab per week. Prerequisite: BIO 231.

### **BIO 0352 • Biomes**

**Demand • 1-4 Credit Hours**

An in-depth study of a selected ecosystem. The interactions between plants and animals with their abiotic environment are studied in the classroom and during an extended field trip usually lasting one week or more. The habitat chosen for study varies from year to year and some trips require physical conditioning or specialized training. Living conditions range from primitive to reasonably comfortable dormitories. Students are required to bear the cost of the trip. Prerequisites: BIO 111 and permission of the instructor.

### **BIO 0361 • Parasitology**

**Fall (Even) • 4 Credit Hours**

Systematic investigation of the numerous parasites found in vertebrates. Emphasis on life cycles of parasites that infect humans and domestic animals. Three lectures, one 3-hour lab per week. Prerequisite: BIO 111.

### **BIO 0362 • Virology**

**Fall (Even) • 3 Credit Hours**

Structure, classification and life cycles of bacterial, animal and plant viruses, their significance in disease (including cancer) and the use of viruses in modern biological research. The laboratory will stress the cultivation of viruses in bacterial and other cells. Three lectures, one 3-hour lab per week. Prerequisites: BIO 231.

### **BIO 0370 • Environmental Health and Safety**

**Fall, Spring & Summer • 3 Credit Hours**

A survey of environmental health and safety issues, problems and protection measures, including public health disease prevention, injury prevention and environmental health hazard mitigation. Three lectures per week. Prerequisite: BIO/EH 101 or BIO 105 or BIO 110 or BIO 121. A chemistry course is recommended. Cross-listed as EH 370 and HS 370.

### **BIO 0375 • Disease Vector Control**

**Fall (Even), Spring (Odd) • 1 Credit Hour**

Identification and control of organisms that serve as reservoirs and vectors of diseases to humans. One hour of lecture per week. Prerequisite: BIO/EH 101 or BIO 105 or BIO 110 or BIO 121. A chemistry course is recommended. Cross listed as EH 375.

### **BIO 0380 • Epidemiology**

**Fall & Spring • 3 Credit Hours**

Introduction to the concepts, principles and methods generally useful in the surveillance and investigation of communicable disease outbreaks. Three hours of lecture per week. Prerequisites: BIO 101 or 105 or 110 or 121. Cross-listed as EH 380 and HS 380.

### **BIO 0390 • Research and Statistical Methods in Biology**

**Fall • 3 Credit Hours**

Develops investigational and technical skills required in biology and environmental health. Students learn introductory statistical analysis and experimental design. Prerequisites: EH 101 or BIO 101 or BIO 111 or BIO 121 and MATH 130 or MATH 140.

## COURSE DESCRIPTIONS: BIOLOGY (CONTINUED)

### BIO 0402 • General Ecology

Fall • 4 Credit Hours

Study of plant and animal communities and their interaction within the environment. Emphasis on flora and fauna of Southwest Missouri and soils, climate and other major environmental factors responsible for the distribution and association of plants and animals. Three lectures, one 3-hour lab per week. Prerequisites: BIO 111.

### BIO 0404 • Applications in Geographic Information Systems

Demand • 3 Credit Hours

The goal of this course is to allow students to apply skills in spatial analysis to an advanced research problem in the social or physical sciences. Students will engage in all aspects of a GIS project. Skills learned will range from GIS project design and data collection to the production of a written deliverable, complete with a series of digital maps. Particular attention will be focused on advanced applications in ecology, environmental health, and related fields. Prerequisites: GEOG 304 or instructor approval. Cross-listed as EH 404 and GEOG 404.

### BIO 412 • Mammalogy

Fall (Odd) • 4 Credit Hours

The study mammals, including their classification, distribution, life histories, economic importance, techniques of field study, collection and preservation methods. Pre-requisite: BIO 111.

### BIO 0433 • Histology

Spring (Even) • 4 Credit Hours

Detailed study of microscopic structure of animal tissues and organs with special emphasis on mammalian tissue. Three lectures, one 3-hour lab per week. Prerequisite: BIO 201 or BIO 331.

### BIO 0440 • Plant Pathology

Spring (Odd) • 4 Credit Hours

Historical significance of plant pathology, the physiological response of plants to abiotic factors, the anatomical and physiological aspects of plant susceptibility to disease and examples of management systems. Includes major diseases caused by bacteria, fungi and viruses. Three lectures, one 2-hour lab per week. Prerequisite: BIO 111.

### BIO 0442 • Pathogenic Bacteriology

Spring (Odd) • 5 Credit Hours

A study of the structure, identification and pathology of the infectious bacteria. Three lectures, two 2-hour labs per week. Prerequisite: BIO 231.

### BIO 0455 • Laboratory Assistant Practicum

Fall, Spring & Summer • 1-2 Credit Hours

Supervised practical experience in assisting undergraduate students in laboratory techniques in 100 and 200 level Biology classes. A maximum of 2 hours of credit can be applied toward the Biology degree. Prerequisite: advanced standing and permission of instructor of class being assisted.

### BIO 0456 • Immunology

Fall (Odd) • 4 Credit Hours

Cellular and molecular basis of the immune response in vertebrates including structure, induction and regulation of the immune response. Autoimmune disorders, vaccines, transplantation and diagnostic immunology will also be presented. The laboratory will stress the induction and manipulation of the immune response. Three lectures, one 3-hour lab per week. Prerequisites: BIO 231.

### BIO 0460 • Techniques in Biotechnology

Fall (Even) • 3 Credit Hours

Course is designed to provide a more thorough training in the molecular and genetic principles and processes involved in biotechnology and laboratory science. The course will also cover important medical applications of biotechnology, including analyzing human genome data. One one-hour lecture and two, two-hour labs per week. Prerequisite: BIO 210 or 305 AND BIO 231; Junior or Senior standing.

### BIO 0464 • Advanced Cell Biology

Spring • 3 Credit Hours

A current perspective on cell biology will be addressed by examining various aspects of cell structure and function. Emphasis will be on communication and regulation mechanisms in both normal and abnormal states. In addition, the historical aspects of cell biology research and the techniques used by researchers will be discussed. Specific topics will be chosen each semester depending on current research with the use of primary literature to illustrate important concepts. Prerequisite: BIO 210 with a grade of 'C' or better.

### BIO 475 • Advanced Human Dissection

Fall • 4 Credit Hours

An advanced exploration of human anatomy designed to prepare students for professional school or specialized graduate study. The lecture provides the conceptual and organizational framework for laboratory that emphasizes cadaver dissection supplemented with anatomical software. Two one-hour lectures and two two-hour labs per week. Prerequisites: BIO 201 Human Anatomy or BIO 331 Comparative Vertebrate Anatomy, or instructor permission. Students must qualify for enrollment through a selection process based on academic coursework and performance, professional goals, and a written statement.

### BIO 0481 • Aquatic Ecology

Spring • 4 Credit Hours

Analysis of components of freshwater systems, both impoundment and stream environments. Three lectures, one 3-hour lab per week. Prerequisite: BIO 111.

### BIO 0491 • Internship in Biology

Fall, Spring & Summer • 0-4 Credit Hours

In conference with an internship committee one half of a semester in advance, the student shall select to work and observe in any area of applied biology in which on-the-job experience would be beneficial to the student's training. Course can be repeated but a maximum of 4 hours can be used to meet biology major requirements. Prerequisites: Junior standing or above in biology with a minimum of 20 biology hours and 20 upper division hours or with permission of the internship committee.

### BIO 0495 • Roots of Science

Demand • 2-3 Credit Hours

The course will explore the history and lives of scientists who made significant contributions in Biology or sciences impacting Biology. Travel to the scientists' homeland or site of their research will be included to emphasize the historical components of their lives and research. Cultural sites associated with the scientists will also be visited to emphasize society's role in their conclusions. Students will be responsible for travel expenses. Prerequisite: Determined by instructor when offered.

### BIO 0498 • Advanced Topics in Biology

Demand • 1-5 Credit Hours

Designed to give advanced instruction in some discipline of biology not covered in other courses. For upper division majors. Prerequisites to be determined by department.

### BIO 0499 • Independent Research in Biology

Fall, Spring & Summer • 1-3 Credit Hours

Individual work under the supervision of a faculty member or sponsoring institution, with the credit and hours to be arranged. Problems may be undertaken in any field of biology, with adequate preparation and the consent of the supervising instructor, department head, and school dean. Prerequisite: A minimum GPA of 3.0 and 20 hours of biology.

# CHEMISTRY



## FACULTY:

**Archer - Chair, Donelson, Ennis, Garoutte,  
Gilbert-Saunders and Summerfield  
Reynolds Hall 210 • 417.625.9766**

## Mission

The Chemical and Physical Sciences Department is a learning community dedicated to:

- providing a curriculum that gives its majors a thorough grounding in the basic principles and methods of chemistry in theory and practice
- offering our students ample opportunities for independent research
- providing chemistry courses suitable for students majoring in other fields
- offering courses in support of the health sciences
- supporting a Clinical Laboratory Science program in concert with hospitals in the region
- providing a positive environment for students, staff and faculty

Chemistry and Biochemistry graduates will find an impressive array of options and exciting opportunities in fields such as basic research, environmental protection, instrumentation, new product and process development, technical marketing, market research, forensic chemistry, teaching at all levels and information science. Moreover, chemistry degrees are valuable in health sciences such as medicine, pharmacology, clinical chemistry and industrial hygiene. The first step into a future in chemistry is a formal education. Since chemistry is such a broad field and holds diverse career opportunities, students should plan their education with a goal in mind.

## Bachelor of Arts ..... Major Code CH01

### Chemistry Major

#### General Education Requirements (p. 45) 46-47\* ..... 38-39

Foreign Language - Four courses in one Language ..... 12

#### Chemistry Requirements ..... 33

CHEM 151 General Chemistry I\*\* ..... 5

CHEM 152 General Chemistry II\*\* ..... 5

CHEM 201 Analytical Chemistry I\*\* ..... 5

CHEM 301 Organic Chemistry I ..... 5

CHEM 400 Elementary Physical Chemistry\* ..... 4

Upper Division Chemistry Electives (4 hrs) ..... 4

AND

CHEM 302 Organic Chemistry II ..... 5

OR

CHEM 427 Instrumental Analysis ..... 5

#### Supporting Requirements ..... 14

PHYS 151 Elementary College Physics I\*\* ..... 5

PHYS 152 Elementary College Physics II\*\* ..... 4

MATH 150 Calculus with Analytic Geometry I\*\* ..... 5

Electives ..... 26-27

**Total Hours ..... 124\*\*\***

\*Required chemistry, physics and mathematics courses satisfy major requirements and 8 hours of General Education Requirements.

\*\*See Prerequisites

\*\*\*Must include at least 40 Upper Division (300-400 level) hours.

Note: A Bachelor of Arts degree in chemistry is for students who need some knowledge of chemistry as a basis for work in other fields but who do not expect to become professional chemists.

## Bachelor of Science ..... Major Code CH00

### Chemistry Major

#### General Education Requirements (p. 45) 46-47\* ..... 38-39

#### Chemistry Requirements ..... 33

CHEM 151 General Chemistry I\*\* ..... 5

CHEM 152 General Chemistry II\*\* ..... 5

CHEM 201 Analytical Chemistry I\*\* ..... 5

CHEM 301 Organic Chemistry I ..... 5

CHEM 302 Organic Chemistry II\*\* ..... 5

CHEM 400 Elementary Physical Chemistry\* ..... 4

CHEM 402 Physical Chemistry II\*\* ..... 4

#### Supporting Requirements ..... 20

PHYS 250 General Physics I\*\* ..... 2

PHYS 260 General Physics II\*\* ..... 3

PHYS 290 General Physics III\*\* ..... 4

PHYS 291 General Physics III Lab ..... 1

MATH 150 Calculus with Analytic Geometry I\*\* ..... 5

MATH 250 Calculus with Analytic Geometry II\*\* ..... 5

Electives\*\*\* ..... 32-33

**Total Hours ..... 124\*\*\*\***

\*Required chemistry, physics and mathematics courses satisfy major requirements and 8 hours of General Education requirements.

\*\*See Prerequisites

\*\*\*Suggested Electives (CHEM 421, CHEM 422, CHEM 427, CHEM 472, IET 425, MATH 260, MATH 322, PHYS 372, PHYS 341)

\*\*\*\*Must include at least 40 Upper Division (300-400 level) hours.

## Bachelor of Science ..... Major Code BC01

### Biochemistry Major

#### General Education Requirements (p. 45) 46-47\* ..... 38-39

#### Chemistry Requirements ..... 37

CHEM 151 General Chemistry I\*\* ..... 5

CHEM 152 General Chemistry II\*\* ..... 5

CHEM 201 Analytical Chemistry I\*\* ..... 5

CHEM 301 Organic Chemistry I ..... 5

CHEM 302 Organic Chemistry II ..... 5

CHEM 350 Biochemistry ..... 3

CHEM 352 Metabolic Biochemistry ..... 3

CHEM 355 Biochemical Techniques ..... 2

CHEM 400 Elementary Physical Chemistry ..... 4

#### Supporting Requirements ..... 25

BIO 210 Molecular Cell Biology\*\*\* ..... 4

BIO 305 Genetics\*\*\* ..... 4

BIO 464 Advanced Cell Biology ..... 3

PHYS 151 Elementary College Physics I ..... 5

PHYS 152 Elementary College Physics II ..... 4

MATH 150 Calculus & Analytic Geometry I\*\* ..... 5

Electives\*\*\*\* ..... 23-24

**Total Hours ..... 124\*\*\*\*\***

\* Required chemistry, biology and mathematics courses satisfy major requirements and 8 hours of General Education requirements.

\*\* See Prerequisites

\*\*\* Suggested prerequisite BIO 111

\*\*\*\* Suggested Electives (CHEM 421, CHEM 427, BIO 231, BIO 301, IET 425; One of: CHEM 297, CHEM 497, CHEM 498, CHEM 499)

\*\*\*\*\* Must include at least 40 Upper Division (300-400 level) hours.

**Bachelor of Science** ..... Major Code BC07**Biochemistry Forensic Science Option****General Education Requirements (p. 45) 46-47\*..... 34-35****Chemistry & Biology Requirements ..... 71-73**

CHEM 151	General Chemistry I .....	5
CHEM 152	General Chemistry II .....	5
CHEM 201	Analytical Chemistry I .....	5
CHEM 301	Organic Chemistry I .....	5
CHEM 302	Organic Chemistry II .....	5
CHEM 350	Biochemistry .....	3
CHEM 355	Biochemical Techniques .....	2
CHEM 400	Elementary Physical Chemistry .....	4
CHEM 427	Instrumental Analysis .....	5
BIO 121	Human Anatomy and Physiology I .....	4
BIO 221	Human Anatomy and Physiology II .....	5
BIO 210	Molecular Cell Biology .....	4
BIO 231	General and Medical Microbiology .....	5
BIO 290	Research and Statistical Methods in Biology .....	3
BIO 305	Genetics .....	4
BIO 450 OR CHEM 430	Internship in Biology/Chemistry .....	4

**Select one of the following three:**

BIO 442	Pathogenic Bacteriology .....	5
BIO 362	Virology .....	3
BIO 456	Immunology .....	4

**Supporting Requirements ..... 14**

MATH 140	College Algebra and Trigonometry .....	5
PHYS 151	Elementary College Physics I .....	5
PHYS 152	Elementary College Physics II .....	4

**Electives\*\* ..... 23-24****Total Hours ..... 124\*\*\***

\*Required chemistry, biology and mathematics courses satisfy major requirements and 12 hours of General Education requirements.

\*\*Suggested electives: CHEM 421, CHEM 427, BIO 301; select one: CHEM 297, CHEM 497, CHEM 498 or CHEM 499.

\*\*\*Must include at least 40 Upper Division (300-400 level) hours.

**Bachelor of Science in Education** ..... Major Code ES04**Chemistry Major, 9-12 Certification  
Plan A (Double Teaching Field)****General Education Requirements (p. 45) 46-47\*..... 31-32****Chemistry Requirements ..... 34**

CHEM 151	General Chemistry I .....	5
CHEM 152	General Chemistry II .....	5
CHEM 201	Analytical Chemistry I .....	5
CHEM 301	Organic Chemistry I .....	5
CHEM 302	Organic Chemistry II .....	5
CHEM 350	Biochemistry .....	3
CHEM 355	Biochemical Techniques .....	2
CHEM 400	Elementary Physical Chemistry .....	4

**Supporting Requirements ..... 21**

PHYS 151	Elementary College Physics I .....	5
MATH 140	Algebra and Trigonometry .....	5
BIO 110	Principles of Biology .....	4
GEOL 300	Environmental Geology .....	4
PHIL 420	Philosophy of Science .....	3

**Education Certification Requirements (p. 180)..... 40-42****Second Teaching Field (Some exceed 30 hours) ..... 30****Total Hours ..... 156-159\*\***

\*Required chemistry, physics, psychology and mathematics courses satisfy major requirements and 15 hours of General Education requirements.

\*\*Varies with second field.

**Bachelor of Science in Education** ..... Major Code ES01**Unified Science Major Chemistry Endorsement  
Grades 9-12 Certification****General Education Requirements (p. 45) 46-47\*..... 31-32****Chemistry Requirements ..... 26**

CHEM 201	Analytical Chemistry I** .....	5
CHEM 301	Organic Chemistry I** .....	5
CHEM 302	Organic Chemistry II** .....	5
CHEM 350	Biochemistry .....	3
CHEM 355	Biochemical Techniques .....	2
CHEM 400	Elementary Physical Chemistry .....	4
CHEM 496	Problems in Chemistry .....	2

**Supporting Requirements ..... 53**

PHIL 420	Philosophy of Science .....	3
BIO 110	Principles of Biology I .....	4
BIO 111	Principles of Biology II .....	4
CHEM 151	General Chemistry I** .....	5
CHEM 152	General Chemistry II** .....	5
PHYS 250	General Physics I** .....	2
PHYS 260	General Physics II** .....	3
PHYS 290	General Physics III** .....	4
PHYS 291	General Physics III Lab .....	1
GEOL 120	Introduction to Geology .....	4
GEOL 185	Introduction to Meteorology .....	4
MATH 150	Calculus/Analytic Geometry I** .....	5
MATH 250	Calculus/Analytic Geometry II** .....	5

**Select from one of the following:**

BIO 312	Environmental Biology .....	4
BIO 402	General Ecology .....	4
BIO 481	Aquatic Ecology .....	4
GEOL 300	Environmental Geology .....	4

**Education Certification Requirements (p. 180)..... 40-41****Total Hours ..... 150-152**

\*Required chemistry, physics, mathematics, psychology and biology courses satisfy major requirements and 15 hours of General Education requirements.

\*\*See Prerequisites

**Bachelor of Science in Education** ..... Major Code ES04**Chemistry Major, 9-12 Certification  
Plan B (Single Teaching Field)****General Education Requirements (p. 45) 46-47\*..... 31-32****Chemistry Requirements ..... 36**

CHEM 151	General Chemistry I .....	5
CHEM 152	General Chemistry II .....	5
CHEM 201	Analytical Chemistry I .....	5
CHEM 301	Organic Chemistry I .....	5
CHEM 302	Organic Chemistry II .....	5
CHEM 350	Biochemistry .....	3
CHEM 355	Biochemical Techniques .....	2
CHEM 400	Elementary Physical Chemistry .....	4
CHEM 496	Problems in Chemistry .....	2

**Supporting Requirements ..... 31**

PHYS 250	General Physics I .....	2
PHYS 260	General Physics II .....	3
PHYS 290	General Physics III .....	4
PHYS 291	General Physics III Lab .....	1
MATH 150	Calculus with Analytical Geometry I .....	5
MATH 250	Calculus with Analytical Geometry II .....	5
BIO 110	Principles of Biology I .....	4
GEOL 300	Environmental Geology .....	4
PHIL 420	Philosophy of Science .....	3

**Education Certification Requirements (p. 180)..... 40-42****Total Hours ..... 138-141**

\*Required chemistry, physics, mathematics and psychology courses satisfy major requirements and 15 hours of General Education requirements.

**Minor in Chemistry**

Minor Code.....CH80

CHEM 151	General Chemistry I*	5
CHEM 152	General Chemistry II*	5
CHEM 201	Analytical Chemistry I*	5
CHEM 301	Organic Chemistry I*	5
<b>Total Hours</b>		<b>20</b>

\* See Prerequisites

**Minor in Advanced Power**

Minor Code.....PH81

PHYS 372	Electronic Circuits	4
CHEM 440	Intro to Electrochemistry	3
PHYS 440	Test & Evaluation of Electrochemical Devices	3
CHEM 442	Design & Modeling of Electrochemical Devices	3
CHEM 444	Materials & Processing	
	Methods/Electrochemical Devices	4
CHEM 498	Advanced Topics Electrochemical Devices	2-3
<b>Total Hours</b>		<b>19-20</b>

## COURSE DESCRIPTIONS: CHEMISTRY


**CHEM 0120 • Chemistry for the Allied Health Sciences****Fall, Spring & Summer • 5 Credit Hours**

Basic principles and practical applications of general, organic, and biological chemistry. This course satisfies the requirements of certain teacher education and allied health programs. Four lectures and one 3-hour laboratory period per week. Prerequisite: Math 30 or a Math ACT score of 22 or higher.

**CHEM 0151 • General Chemistry I****Fall, Spring & Summer • 5 Credit Hours**

Introductions to theories of chemistry with emphasis on the relationship of structure to properties of matter, the changes that occur during chemical reactions and the quantitative aspects of these changes. Four lectures, one 3-hour laboratory per week. Prerequisite or co-requisite: MATH 140 or higher level math course.

**CHEM 0152 • General Chemistry II****Fall, Spring & Summer • 5 Credit Hours**

Continuation of Chemistry 151. Emphasis on the dynamics and thermodynamics of chemical processes and on the properties and reactions of analogous groups of cations and anions. Four lectures, one 3-hour laboratory per week. Prerequisites: CHEM 151 with a minimum grade of 'C' or permission of instructor and MATH 140 or higher level math course.

**CHEM 0190 • Laboratory in Chemistry****Fall, Spring & Summer • 1-2 Credit Hours**

A lower division laboratory course to be used by students who are transferring chemistry courses without a laboratory to MSSU. This will make the transferred course equivalent to the MSSU course. Class may be repeated for credit as needed.

**CHEM 0201 • Analytical Chemistry I****Fall • 5 Credit Hours**

This is the standard first course in quantitative chemical analysis. The lecture and laboratory include the theory and practice of methods of analysis. While the primary emphasis in the first semester is on the interpretation of experimental results, other aspects of the analytical process are introduced. Three lectures, two 3-hour laboratories per week. Prerequisite: CHEM 152.

**CHEM 0297 • Introduction to Research in Chemistry****Fall, Spring & Summer • 1-3 Credit Hours**

Introduction to research techniques; laboratory work and literature search under the supervision of an instructor on a chemical research project. Involves laboratory experimentation as well as a written report on a project from any area of chemistry. Open to students having 1) freshman or sophomore standing, 2) the ability to undertake independent work and 3) permission of the instructor. This class may be taken more than once but only six hours or research classes can count toward graduation requirements. Enrollment must be approved by the advisor and the department head.

**CHEM 0298 • Topics in Chemistry****Demand • 1-5 Credit Hours**

Designed to give instruction in some area of Chemistry not covered in other courses. For sophomore level science majors. Course may be taken more than once for different topics but only six hours of topics classes may be counted for graduation requirements. Prerequisite: CHEM 201 or permission of instructor.

**CHEM 0301 • Organic Chemistry I****Fall, Spring & Summer • 5 Credit Hours**

Principles of organic chemistry including nomenclature, structure, stereochemistry and reactions will be studied by the functional group approach. A brief introduction to organic reaction mechanisms and spectroscopy will be presented. Four lectures and one 3-hour laboratory per week. Prerequisite: CHEM 152 with a grade of 'C' or better.

**CHEM 0302 • Organic Chemistry II****Fall & Spring • 5 Credit Hours**

A continuation of Chemistry 301. Primary emphasis is on more in-depth study of the properties, nomenclature, synthesis, reactions and reaction mechanism of both aliphatic and aromatic compounds that were presented in Chemistry 301. The functional group approach is used. Organic spectroscopy is discussed in detail as related to the identification of functional groups and molecular structure. Four lectures and one 3-hour laboratory per week. Prerequisite: CHEM 301 with a grade of 'C' or better.

**CHEM 0310 • Environmental Organic Chemistry****Spring (Odd) • 5 Credit Hours**

Principles of organic chemistry including nomenclature, structure, and reactions will be studied by the functional group approach in an environmental context. Principles of environmental chemistry and methods used to analyze environmental samples will also be discussed. Designed for students who require a general knowledge of organic chemistry in their chosen career or as background for other courses in technical or professional training programs. Four lectures, one 3 hour lab per week. Prerequisite: CHEM 152.

**CHEM 0350 • Biochemistry****Fall • 3 Credit Hours**

Fundamental concepts of the chemistry of proteins, carbohydrates, lipids, and nucleic acids with emphasis on physiological aspects of these compounds. The interrelationship of these compounds in living systems will be presented through bioenergetics, reaction pathways, and chemical mechanisms. Three lectures per week. Prerequisite: CHEM 302 with a grade of 'C' or better.

**CHEM 0352 • Metabolic Biochemistry****Spring • 3 Credit Hours**

Fundamental concepts of the chemistry of proteins, carbohydrates, lipids, and nucleic acids with emphasis on metabolic pathways of these compounds. The interrelationship of these compounds in living systems will be presented through bioenergetics, reaction pathways, regulatory pathways, and chemical mechanisms. Three lectures per week. Prerequisites: CHEM 350 or BIO 210 and CHEM 301 all with a grade of 'C' or better.

**CHEM 0355 • Biochemical Techniques****Spring • 2 Credit Hours**

Fundamental concepts and techniques of the biochemistry laboratory. One 50 minute lecture per week followed by one 3 hour lab. Prerequisite: CHEM 350 with a grade of 'C' or better.

## COURSE DESCRIPTIONS: CHEMISTRY (CONTINUED)

### CHEM 0390 • Laboratory in Chemistry

**Demand • 1-2 Credit Hours**

An upper division laboratory course to be used by students who are transferring chemistry courses without a laboratory to MSSU. This will make the transferred course equivalent to the MSSU course. Class may be repeated for credit as needed.

### CHEM 0400 • Elementary Physical Chemistry

**Spring • 4 Credit Hours**

A macroscopic approach to the understanding of chemical and physical properties of chemical systems is used. The principles of thermodynamics and chemical kinetics, and their application to aqueous solutions, will be emphasized. Solution equilibria, spectroscopy, and transport processes will also be examined. Three lectures, one 3-hour laboratory per week. Prerequisite: CHEM 152 with a 'C' or better and PHYS 152 or PHYS 290 with a grade of 'C' or better.

### CHEM 0402 • Physical Chemistry II

**Fall (Even) • 4 Credit Hours**

In the first part of the course, the focus is a microscopic approach to understanding chemical systems. Quantum theory and molecular spectroscopy are emphasized. Then the microscopic approach (quantum theory) is linked to the macroscopic approach (thermodynamics) using statistical mechanics. Three lectures and one 3-hour laboratory per week. Prerequisite: CHEM 400 with a grade of "C" or better and PHYS 290.

### CHEM 0421 • Analytical Chemistry II

**Demand • 5 Credit Hours**

A continuation of Chemistry 201. This is a study of the overall analytical process. Lecture and lab deal mainly with electrochemical and spectrophotometric methods of analysis and their application in chemical analysis, but also include other physiochemical and separatory techniques used in modern analytical processes. Three lectures and two 3-hour laboratories per week. Prerequisite: CHEM 201.

### CHEM 0422 • Advanced Inorganic Chemistry

**Spring (Even) • 4 Credit Hours**

A study of contemporary state of the several bond models in chemistry. A review of the energetics of reactions and coordination theory, followed by the chemistry of the families of the elements in the periodic table. Three lectures and one 3-hour laboratory per week. Prerequisites: CHEM 152 and MATH 250.

### CHEM 0427 • Instrumental Analysis

**Spring (Odd) • 5 Credit Hours**

Designed to familiarize the student with current instrumentation. The approach is through (1) lectures devoted to a particular type of instrumentation and (2) laboratories designed to give hands-on experience in the working of the instrument. Two lectures and two 3-hour laboratories per week. Prerequisite: 15 hours of chemistry with a grade of 'C' or better.

### CHEM 0431 • Chemistry Lab Assistant Practicum

**Fall, Spring & Summer • 1-2 Credit Hours**

Supervised practical experience in assisting undergraduate students in laboratory techniques in General, Analytical, or Organic Chemistry. A maximum of 2 hours of credit can be applied toward a degree in Chemistry or Biochemistry. Prerequisite: Advanced standing, successful completion of the course the student wishes to be an assistant in, and permission of instructor of class being assisted.

### CHEM 0440 • Introduction to Electrochemistry

**Fall (Even) • 3 Credit Hours**

This is a beginning course in electrochemistry with an emphasis on applications to battery technology. Three lectures per week. Prerequisites: CHEM 201, MATH 250.

### CHEM 0442 • Design and Modeling of Electrochemical Devices

**Demand • 3 Credit Hours**

The design of electrochemical cells and the impact of designs on the overpotential losses in these cells (especially batteries). Matlab modeling will be performed. Prerequisite: CHEM 152.

### CHEM 0444 • Materials and Processing Methods for Electrochemical Devices

**Demand • 4 Credit Hours**

This course will provide an overview of materials aspects of advanced batteries and battery systems, focusing on electrode materials, separators and electrolytes. Material properties that influence battery performance characteristics, such as capacity, charge and discharge rates will be reviewed from both practical and theoretical perspectives. Current materials challenges that must be met to further improve battery performance will be discussed. Prerequisites: Junior level standing in Engineering Technology, Physics or Chemistry (MSSU) or Science or Engineering (Missouri S&T).

### CHEM 0450 • Medicinal Chemistry

**Fall (Odd) • 3 Credit Hours**

Fundamental concepts of pharmacology including pharmacokinetics and pharmacodynamics, types of enzyme inhibitors, properties of biological membranes and mechanisms of drug action, including specific examples of commercial drugs, their mode of action and specific biochemical pathways affected by the drug. Three 50-minute lectures per week. Prerequisite BIO 210 and CHEM 301; or Prerequisite CHEM 350; or Co-requisite CHEM 350.

### CHEM 0491 • Internship in Chemistry

**Fall, Spring & Summer • 1-3 Credit Hours**

In conference with departmental representatives at least six weeks in advance, the student shall elect to work and observe in any area of applied chemistry in which on-the-job experience would be beneficial to the student's training. Prerequisites, Junior standing in Chemistry with a minimum of 20 hours of chemistry or by permission.

### CHEM 0490 • Seminar

**Demand • 1-3 Credit Hours**

For upper division chemistry majors. Content varies, depending on the student's needs, from library research to special topics in chemistry. Prerequisite: Senior standing or permission of department head.

### CHEM 0496 • Problems in Chemistry

**Fall, Spring & Summer • 2 Credit Hours**

A practical research class especially designed for students seeking a Bachelor of Science in Education with a major in chemistry. The class involves laboratory work and a literature search under the supervision of an instructor on a chemical research project. Involves lab experimentation as well as a written report on a project from any area of chemistry. Open to students needing a problems course in chemistry to satisfy Missouri Certification Standards for Secondary Teachers in Chemistry. Students must have a minimum of 20 hours of chemistry and permission of the instructor. Enrollment must be approved by the advisor and the department head.

### CHEM 0497 • Research in Chemistry

**Fall, Spring & Summer • 1-3 Credit Hours**

Independent research techniques; lab work and literature search under the supervision of an instructor on a chemical research project. Involves lab experimentation as well as a written report on a project from any area of chemistry. Open to students having 1) a minimum of 20 hours of chemistry, 2) junior or senior standing, 3) the ability to undertake independent work and 4) permission of the instructor. This course may be taken more than once but only six hours of research classes can count toward graduation requirements. Enrollment must be approved by the advisor and the department head.

### CHEM 0498 • Advanced Topics in Chemistry

**Demand • 1-5 Credit Hours**

Designed to give advanced instruction in some area of chemistry not covered in other courses. For upper division majors. Course may be taken more than once with different topics but only six hours of topics classes may be counted for graduation requirements. Prerequisites to be determined by department.

### CHEM 0499 • Independent Study

**Fall & Spring • 1-3 Credit Hours**

Independent investigation techniques; includes a paper on a selected topic with both a critical survey of the chemical literature and results from advanced lab experimentation. Open to students having (1) minimum of 15 hrs. of chemistry, (2) ability to undertake independent work and (3) permission of instructor. Enrollment must be approved by advisor, department head and school dean.

# COMMUNICATION



## FACULTY:

**Bryant - Chair, Clark, Grecu, Kim, Larson, Livingston,**  
*Slavings, Stebbins and Sullivan*  
**Webster Hall 361 • 417.625.9580**

## Mission

The mission of the faculty, staff, and students in the Department of Communication is to investigate, create, and disseminate information to a global public using a variety of communication and media channels. The learning and practical experiences provided by the department support the University's mission to prepare students for successful careers and lifelong learning.

## Core Values

- Communication studies can provide the basis for a productive career and a rewarding personal life.
- Missouri Southern graduates in communication have found successful careers in media, government, education, public relations, and hospitals, as well as local, national and international organizations.
- A major in communication offers an array of career opportunities in such fields as television, radio, journalism, social media, and corporate and public relations.
- Communication curriculum acknowledges the diversity and interconnectedness among peoples, promotes an understanding of human values and prepares its students for leadership in a competitive world.
- Faculty members emphasize multimedia communication exemplified by speaking and writing skills as well as technical knowledge related to mass media production and theory.
- Faculty members are committed to the continual assessment of programs to ensure that students develop communication competencies sought by business, industry, government, education and the professions.

## Majors

Students pursuing a Bachelor of Arts or Bachelor of Science in Communication have two options:

**Mass Communication** offers students the necessary abilities in producing programs in digital media and/or designing and writing for journalism. This option emphasizes the technical skills, creativity and demand for understanding target audiences in mass media. Students gain hands-on experience in television, radio and print laboratories.

**Public Relations** allows students to develop a specialty focusing on the aspects of promoting and showcasing organizations through strategic communication. The communication department also offers the following for education majors:

**Speech Communication and Theatre** is a Bachelor of Science degree in Education earned in conjunction with the School of Education.

## Media outlets and organizations

- KGCS-TV, digital broadcast station and cable service
- KXMS: Fine Arts Radio International, a 24-hour-a-day radio station
- *The Chart*, a student-operated newspaper published weekly
- *Crossroads*, the alumni magazine, published two times a year
- Southern Broadcasters Club
- Public Relations Student Society of America
- Society of Professional Journalists

## Applied Learning

Internships, study abroad seminars, and courses emphasizing practical experience allow students to gain professional skills in the fields they may wish to pursue. Students are required to complete a professional portfolio as the capstone component of their degree from the communication department.

General Education Requirements for all students of the University include COMM 100 Oral Communication.

## Bachelor of Arts ..... Major Code C002

### Communication Major - Mass Communications

#### General Education Requirements (p. 45) 46-47\* ..... 43-44

Computer Literacy Requirement:

Determined by Communication Department

Foreign Language (Four courses in one Language) ..... 12

#### Communications Requirements ..... 47

COMM 100	Oral Communication	3
COMM 101	Introduction to Human Communication	3
COMM 111	News Writing	3
COMM 131	Voice and Diction	3
COMM 215	Interpersonal Communication**	3
COMM 220	Practicum in Communications**	2

Students must select two different activities:

COMM 310	Communication Law	3
COMM 325	Broadcast News Reporting**	3
COMM 330	Advanced Communications Practicum**	1
COMM 420	Mass Communications Theory**	3
COMM 492	Communication Issues**	3

#### Communication Electives ..... 17

Electives ..... 21-22

**Total Hours ..... 124\*\***

\*Communication course COMM 100 satisfies three hours of General Education Requirements.

\*\*See Prerequisites

\*\*\*Must include at least 40 Upper Division (300-400 level) hours.

## Bachelor of Arts ..... Major Code C000

### Communication Major - Public Relations

#### General Education Requirements (p. 45) 46-47\* ..... 43-44

Computer Literacy Requirement:

Determined by Communication Department

Foreign Language (Four courses in one Language) ..... 12

#### Communications Requirements ..... 47

COMM 100	Oral Communication	3
COMM 101	Introduction to Human Communication	3
COMM 111	News Writing	3
COMM 200	Audio Production for Media**	
	OR	

COMM 201	Video Production	3
COMM 211	Introduction to Public Relations	3
COMM 215	Interpersonal Communication	3
COMM 310	Communication Law	3
COMM 325	Broadcast News Reporting**	
	OR	

COMM 333	Media Editing and Design**	3
COMM 340	Research in Communications	3
COMM 355	Case Studies in Public Relations**	3
COMM 455	Writing for Public Relations*	3
COMM 470	New Media Technology**	3
COMM 492	Communications Issues**	3

#### Communication Electives ..... 8

Electives ..... 21-22

**Total Hours ..... 124\*\***

\*Communication course COMM 100 satisfies three hours of General Education Requirements.

\*\*See Prerequisites

\*\*\*Must include at least 40 Upper Division (300-400 level) hours.

### **Bachelor of Science with a Major in Communication** **General Education Requirements • Students may emphasize** **Mass Communications or Public Relations option**

#### **General Education Requirements (p. 45) 46-47\*..... 43-44** **Communications General Education Requirements.....28**

COMM 100	Oral Communication*	3
COMM 101	Introduction to Human Communication.....	3
COMM 215	Interpersonal Communication**.....	3
COMM 305	Intercultural Communication**.....	3
COMM 310	Communication Law**.....	3
COMM 340	Research Methods in Communication**.....	3
COMM 492	Communication Issues**.....	3

#### **Select One:**

COMM 121	Forensics Workshop.....	1
COMM 220	Practicum in Communication.....	1
COMM 321	Advanced Forensic Workshop.....	1
COMM 330	Advanced Practicum.....	1

#### **Select One:**

COMM 304	Small Group Communication**.....	3
COMM 307	Professional Interviewing**.....	3
COMM 431	Electronic Field Production**.....	3

#### **Select One:**

COMM 325	Broadcast News Reporting**.....	3
COMM 470	New Media Technology**.....	3

\*Communication course COMM 100 satisfies three hours of General Education Requirements.

\*\*See Prerequisites

### **Bachelor of Science in Education ..... Major Code ES21**

#### **Speech Communication and Theatre Major** **Grades 9-12 Certification - Single Teaching Field**

#### **General Education Requirements (p. 45) 46-47\*..... 43-44**

##### **Computer Literacy Requirement**

EDUC 301	Technology in Education.....	3
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#### **Communications Requirements ..... 20**

COMM 101	Introduction to Human Communication.....	3
COMM 215	Interpersonal Communication**.....	3
COMM 304	Small Group Communication**.....	3
COMM 315	Argumentation and Debate**.....	3
Electives in Communications***.....		8

#### **Theatre Requirements..... 23**

TH 110	Theatre Appreciation.....	3
TH 121, 122, 221 or 222	Theatre Laboratory.....	2
TH 142	Theatre Technology.....	3
TH 212	Oral Interpretation.....	3
TH 234	Introduction to Theatrical Design.....	3
TH 241	Acting I.....	3
TH 331	History of Theatre OR	
TH 332	History of Theatre.....	3
TH 351	Directing**.....	3

#### **Education Certification Requirements (p. 180) 40-42\*\*\*\*..... 37-39**

#### **Total Hours..... 124\*\*\***

\*Required course in psychology counts three hours toward General Education Requirements, Area E2.

\*\*See Prerequisites

\*\*\*Must be approved in advance by the student's advisor who must be selected from either the area of speech communication or theatre.

\*\*\*\*Three credit hours are satisfied by EDUC 301.

### **Bachelor of Science ..... Major Code C005**

#### **Communication Major - Public Relations**

#### **General Education Requirements (p. 45) 46-47\*..... 43-44**

##### **Required Communication Courses Total**

(Includes Communication Core).....	59
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COMM 111	Newswriting.....	3
COMM 211	Introduction to Public Relations.....	3
COMM 355	Case Studies in Public Relations**.....	3
COMM 420	Mass Communications Theory**.....	3
COMM 455	Writing for Public Relations*.....	3

#### **Select One:**

COMM 200	Audio Production for Media**.....	3
COMM 201	Video Production.....	3
COMM 320	Advanced Video Production.....	3

#### **Select One:**

COMM 300	Organizational Communication.....	3
COMM 301	Media Management.....	3

#### **Select One:**

COMM 333	Media Editing and Design.....	3
COMM 335	Feature Writing.....	3
COMM 350	Sports Writing.....	3
COMM 425	Broadcasting Scriptwriting.....	3

#### **Select One:**

COMM 303	Advanced Public Speaking.....	3
COMM 450	Community Journalism.....	3
COMM 460	Global Journalism.....	3

#### **Communication Electives (Internship Suggested)..... 4**

#### **Electives..... 21-22**

#### **Total Hours..... 124\*\*\***

\*Communication course COMM 100 satisfies three hours of General Education Requirements.

\*\*See Prerequisites

\*\*\*Must include at least 40 Upper Division (300-400 level) hours.

### **Bachelor of Science ..... Major Code C006**

#### **Communication Major - Mass Communications**

#### **General Education Requirements (p. 45) 46-47\*..... 43-44**

##### **Required Communication Courses Total**

(Includes Communication Core).....	59
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COMM 111	Newswriting.....	3
COMM 220	Practicum in Communication.....	1
(additional to core)		

COMM 301	Media Management.....	3
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COMM 330	Advanced Practicum.....	1
(additional to core)		

COMM 420	Mass Communications Theory**.....	3
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#### **Select One:**

COMM 200	Audio Production for Media**.....	3
COMM 201	Video Production.....	3
COMM 320	Advanced Video Production.....	3

#### **Select One:**

COMM 333	Media Editing and Design.....	3
COMM 335	Feature Writing.....	3
COMM 350	Sports Writing.....	3
COMM 425	Broadcasting Scriptwriting.....	3
COMM 460	Global Journalism.....	3

#### **Communication Electives (Internship Suggested)..... 14**

#### **Electives..... 21-22**

#### **Total Hours..... 124\*\*\***

\*Communication course COMM 100 satisfies three hours of General Education Requirements.

\*\*See Prerequisites

\*\*\*Must include at least 40 Upper Division (300-400 level) hours.

**Minor in Mass Communication**

Minor Code.....C080

COMM 100	Oral Communication .....	3
COMM 111	Newsriting .....	3
COMM 310	Communication Law .....	3
COMM 420	Mass Communication Theory .....	3
Upper Division Communication Electives*	.....	9
<b>Total Hours</b>	.....	<b>21</b>

\*Electives must be chosen in consultation with a communication department advisor. A student may emphasize either the print or broadcast media.

**Minor in Multimedia with Communication Emphasis**

Minor Code.....MM84

<b>Required</b>	.....	<b>12</b>
MRKT 405	Internet Marketing .....	3
CIS 110	Programming I .....	3
ART 101	Two Dimensional Design .....	3
COMM 101	Introduction to Human Communication .....	3
<b>For Communication emphasis (Choose Two*)</b>	.....	<b>6</b>
COMM 200	Audio Production for Media .....	3
COMM 211	Introduction to Public Relations .....	3
COMM 470	New Media Technology .....	3
<b>Total for Minor (Multimedia)</b>	.....	<b>18</b>

\*Other courses may be substituted with permission of advisor.

**Minor in Public Relations**

Minor Code.....C081

COMM 100	Oral Communication .....	3
COMM 111	Newsriting .....	3
COMM 211	Introduction to Public Relations .....	3
COMM 355	Case Studies in Public Relations .....	3
COMM 455	Writing for Public Relations .....	3
Upper Division Communication Electives*	.....	6
<b>Total Hours</b>	.....	<b>21</b>

\*Electives must be chosen in consultation with a communication department advisor.

**Minor in Speech Communication**

Minor Code.....C082

COMM 100	Oral Communication .....	3
COMM 101	Introduction to Human Communication .....	3
COMM 215	Interpersonal Communication .....	3
COMM 303	Advanced Public Speaking .....	3
Upper Division Communication Electives*	.....	9
<b>Total Hours</b>	.....	<b>21</b>

\*Electives must be chosen in consultation with a communication department advisor.

**Want to find out more about student-operated media opportunities at MSSU?**

**KGCS (TV) • [mssu.edu/kgcs](http://mssu.edu/kgcs)**

**The Chart • [thechartonline.com](http://thechartonline.com)**

**Crossroads • [mssu.edu/alumni/alumni-magazine](http://mssu.edu/alumni/alumni-magazine)**

**KXMS (Radio) • [mssu.edu/kxms](http://mssu.edu/kxms)**

## COURSE DESCRIPTIONS: COMMUNICATION

**COMM 0100 • Oral Communication****Fall, Spring & Summer • 3 Credit Hours**

Principles of oral communication, including speaking and listening competencies and skills. Primary emphasis is on presenting various types of speeches and improving listening ability. Research organization, reasoning, language and evaluation skill development are included. Three contact hrs. per week. (Required of all degree candidates.)

**COMM 0101 • Introduction to Human Communication****Fall & Spring • 3 Credit Hours**

An introductory survey of the field of communication, exploring theoretical and research foundations. Included are discussions of language and verbal interaction and nonverbal communication. Contexts of communication are covered: interpersonal, group and organizational, public, intercultural and mass. Also covered will be career opportunities for students who choose a major or minor in communication.

**COMM 0111 • Newsriting****Fall & Spring • 3 Credit Hours**

Development of techniques in reporting and writing for a newspaper. Work on the college newspaper, The Chart, is required. Prerequisite: English 80 or completion or concurrent enrollment in English 101 or above or permission of instructor.

**COMM 0121 • Forensics Workshop****Fall & Spring • 1 Credit Hour**

A practicum in forensics, including research, traveling to competitions, organization and presentation of the current debate proposition along with development and presentation of individual events. May be repeated for a maximum of four hours of credit.

**COMM 0131 • Voice and Diction****Fall • 3 Credit Hours**

Techniques for improving the speaking voice. Attention to voice production, phonetics, pronunciation and vocal expressiveness.

**COMM 0200 • Audio Production for Media****Spring • 3 Credit Hours**

Principles and techniques of sound pickup and audio control. Basic techniques of microphone use, control board operation and recording. Projects are taped for analysis and critique. Two hours lecture, two hours lab per week. Prerequisite: COMM 131.

**For additional information contact:**

**Ward Bryant, Department Chair**

**Webster Hall 362 • 417.625.9710**

**[bryant-w@mssu.edu](mailto:bryant-w@mssu.edu)**

## **COURSE DESCRIPTIONS: COMMUNICATION (CONTINUED)**

### **COMM 0201 • Video Production**

**Fall • 3 Credit Hours**

Intensive practice in preparation and production of television programs. Camera techniques, floor setups and direction of crews and talent. Interviewing techniques. Development of varied on-the-air skills. Two hours lecture, two hours lab per week.

### **COMM 0205 • Active Listening and Strategic Negotiations**

**Spring (Even) • 3 Credit Hours**

A study of the role listening plays in our daily lives and our negotiations with others personally and professionally. Emphasis on the listening and negotiation process, types of listening and negotiation skills, response strategies, and what our listening behaviors communicate to others. Intensive practice for those who recognize the importance of genuine listening and wish to acquire proficient listening abilities to achieve the best conflict resolution through negotiation.

### **COMM 0211 • Introduction to Public Relations**

**Fall & Spring • 3 Credit Hours**

Nature and scope of public relations and its relationship to interpersonal and interdisciplinary conduct. Basic elements of public relations including planning, special events, speeches, news releases, annual reports, financial reporting, visual and electronic media techniques. Prerequisite: COMM 111.

### **COMM 0215 • Interpersonal Communication**

**Fall & Spring • 3 Credit Hours**

Person-to-person communication with emphasis on dyadic and group communication. Lecture, reading and discussion with class experiments designed to illustrate interpersonal communication problems. Prerequisite: COMM 100.

### **COMM 0220 • Practicum in Communications**

**Fall, Spring & Summer • 1 Credit Hour**

Laboratory experience on the staff of the University newspaper, yearbook or broadcast media. Students will participate fully in the work of the media, working under the supervision of faculty members. A minimum of five hours per week is required. One hour of credit each term for a maximum of three terms. Prerequisite: for The Chart or Crossroads, COMM 111; for KXMS, COMM 200; for TV, COMM 201.

### **COMM 0245 • Media Career Exploration**

**Fall, Spring & Summer • 2 Credit Hours**

Work experience to explore various media in areas related to professional goals in communication and as a stepping stone to a possible internship. Students will work a minimum of 8 hours a week for a newspaper, radio or TV station or in a media capacity for a business firm organization or institution. Students must be approved for the program before enrolling and must apply before the end of one semester for the following semester. Students will work under the supervision of a faculty member and a person at the media company or organization. Students will present a portfolio or demonstration tape at the conclusion of the course, for evaluation of a final grade. Students may repeat the course for a maximum of 4 hours of credit, but each 2 hour course must focus on different media or have different media responsibilities. Prerequisite: Declared communications major with a minimum of 30 semester hours; approval of advisor.

### **COMM 0298 • Topics in Communications**

**Demand • 1-8 Credit Hours**

Topics not normally included in another course. Prerequisites are determined by the department and stipulated in syllabus.

### **COMM 0300 • Organizational Communication**

**Fall • 3 Credit Hours**

The interface between communication theory and organizational structure. Emphasis upon communication problems in organizations, strategies for overcoming such problems and the design of effective communication systems in organizational settings. Prerequisites: COMM 101 and 215.

### **COMM 0301 • Media Management**

**Spring • 3 Credit Hours**

Concepts for managing media organizations, including leadership, motivating employees, community involvement, legal aspects, ethics, audience targeting, policy determination, media organizational patterns, marketing, ownership influences, planning and decision making. Prerequisite: COMM 111.

### **COMM 0302 • Photocommunications I**

**Fall • 3 Credit Hours**

Theory and practice of communication through the medium of photography. Students deal with the application of photography to the mass media.

### **COMM 0303 • Advanced Public Speaking**

**Spring • 3 Credit Hours**

Performance-based experiences to promote proficiency in the presentation and criticism of oratory. Emphasis on refining the art of informative and argumentative speechmaking. Prerequisite: COMM 100.

### **COMM 0304 • Small Group Communication**

**Fall • 3 Credit Hours**

Small group context of interpersonal communication emphasizing group behavior and human relations. Specific units include group problem solving, decision making and leadership style. Prerequisite: COMM 100 and ENG 102 or above or permission of instructor.

### **COMM 0305 • Intercultural Communication**

**Fall, Spring & Summer • 3 Credit Hours**

Analysis of variables influencing communication among peoples from different cultures. Emphasis on developing interpersonal skills needed in multicultural encounters. Prerequisite: COMM 100 and ENG 102 or above or permission of instructor. Cross-listed as HS 305.

### **COMM 0306 • Persuasion**

**Spring (Odd) • 3 Credit Hours**

A theoretical examination of the principles of influencing individuals and groups, a history of rhetoric and modern application of these principles to various areas of social interaction. Prerequisite: COMM 100.

### **COMM 0307 • Professional Interviewing**

**Fall (Odd) • 3 Credit Hours**

Designed to prepare students for professional fields which require information-seeking and -gathering, decision-making, interaction skills and self-expression. The students will participate in a variety of simulated and actual interviewing situations as both an interviewer and interviewee. Prerequisite: COMM 100.

### **COMM 0308 • Gender Communication**

**Demand • 3 Credit Hours**

The pragmatics of gender-related communication refers to the study of the embedded contexts of male-female symbolic interaction. This introduction to the field of gender communication will look at interpersonal organizational and cultural contexts. Prerequisite: COMM 100.

**COMM 0309 • World Cinema****Demand • 3 Credit Hours**

This course introduces you to the close analysis, cultural interpretation and global diversity of film as an artistic, social and industrial medium. It will explore some of the major currents in filmmaking from around the globe through various directors and film movements.

**COMM 0310 • Communication Law****Fall & Spring • 3 Credit Hours**

Statutes, administrative regulations and court decisions affecting freedom of information, censorship, libel, privacy, contempt of court, obscenity, legal access, copyright, advertising and broadcasting. Rights, privileges and obligations of the press. Prerequisite: COMM 100.

**COMM 0315 • Argumentation and Debate****Fall (Even) • 3 Credit Hours**

The theory of the modern forms of evidence, evaluations, arguments, methods of refutation and ethical relationships of these methods in a free society. Electronic tournament administration software is used. (Meets certification requirements for secondary education.) Prerequisite: COMM 100.

**COMM 0316 • Business Journalism****Spring • 3 Credit Hours**

Application of the basic methods and tactics of a business journalist, while incorporating news value, proper spelling and grammar, and Associated Press style. Prerequisite: COMM 111, or permission of department head.

**COMM 0320 • Advanced Video Production****Spring • 3 Credit Hours**

Focuses on the elements of producing and directing video programs. Students spend laboratory time learning techniques of producing programs for the University's television station. One hour lecture, four hours lab each week. Prerequisite: COMM 201.

**COMM 0321 • Forensics Workshop****Demand • 1 Credit Hour**

Advanced practicum in the area of forensics, including research, traveling to competitions, organization and presentation of the current debate proposition along with development and presentation of individual events. May be repeated for a maximum of four hours of credit. Prerequisites: Junior or senior standing and COMM 121.

**COMM 0325 • Broadcast News Reporting****Spring • 3 Credit Hours**

Experience in writing and reporting news for broadcast. Interview assignments, wire rewriting and actualities. Computer laboratory experience. Prerequisite: COMM 111.

**COMM 0330 • Advanced Communications Practicum****Fall, Spring & Summer • 1 Credit Hour**

Intensive laboratory experience on the staff of the University newspaper, magazine, broadcast media or on special communications projects. Students will work for a minimum of five hours per week in positions of major responsibilities. May be repeated for a maximum of six hours of credit. Prerequisites: Junior or senior standing; media courses to prepare student adequately for work expected; COMM 220 or permission. For TV: COMM 320 Advanced Video Production or COMM 431 Electronic Field Production, for Crossroads: COMM 335 Feature Writing.

**COMM 0331 • Advanced Newspaper Practicum****Fall, Spring & Summer • 2 Credit Hours**

Intensive lab experience with opportunities for major leadership position on the staff of the University newspaper. Students will participate fully in the publication of the newspaper working under the supervision of a faculty member. One class session plus a minimum of ten working hours per week are required. Attendance at a weekly newspaper staff meeting also is required. Two hours of credit each term for a maximum of two terms. Prerequisites: COMM 220 and 330.

**COMM 0333 • Media Editing and Design****Spring • 3 Credit Hours**

An examination of the editor's role and the editing process for print and online news media. Emphasis on spelling, grammar, the Associated Press Stylebook, editing for accuracy and fairness, coaching writers, writing headlines, and designing for print and online. Prerequisite: COMM 111 or permission of instructor.

**COMM 0335 • Feature Writing****Fall (Odd) • 3 Credit Hours**

Finding and writing newspaper features and magazine articles, including profiles, columns, reviews, investigative pieces, travel stories and history articles. A focus on developing and selling story ideas. Work on the University newspaper, The Chart, and the alumni magazine Crossroads is required. Prerequisite: COMM 111 or consent of instructor.

**COMM 0340 • Research Methods in Communication****Fall & Spring • 3 Credit Hours**

An introduction into the process of research in communications. Using a variety of research approaches to look at different communication artifacts, classroom focus is on the finding, nature and evaluation of research. Research methods process is applied to popular communication artifacts. Senior standing or permission of instructor required.

**COMM 0350 • Sports Writing****Demand • 3 Credit Hours**

The fundamental principles of reporting and interpreting sports, improving writing and editing skills for game coverage and feature stories and further developing and refining those skills necessary for success in the field. Prerequisite: COMM 111.

**COMM 0355 • Case Studies Public Relations****Spring • 3 Credit Hours**

Analysis of public relations practices, including planning, communication, evaluation; management responsibilities. Prerequisite: COMM 211.

**COMM 0360 • Visual Communication:****Images with Messages****Demand • 3 Credit Hours**

An examination of visual modes of communication. Topics will include the basic elements of visual messages, the relation of visual communication to language and the place of images in everyday life. This course is a direct result of the new age in communications initiated and promoted by computer technology. Junior or Senior status or permission of instructor.

**COMM 0380 • International Media Seminar****Demand • 2 Credit Hours**

An extensive look at the world of international media through the experiences of renowned speakers and discussion leaders. Student will spend a week in Paris, France, attending seminars and conferences and meeting foreign correspondents, syndicated columnists, newspaper editors, television producers and diplomats. Students must pay for travel and seminar expenses, with specific details available prior to enrollment.

## **COURSE DESCRIPTIONS: COMMUNICATION (CONTINUED)**

### **COMM 0400 • Advanced Organizational Communication**

**Demand • 3 Credit Hours**

The application of communication theory within the organizational structure is the thrust of the course. Particular attention is focused on analysis and diagnostic capabilities. Communication training and development within an organizational setting is emphasized. Prerequisite: COMM 300.

### **COMM 0401 • Nonverbal Communication**

**Spring • 3 Credit Hours**

Study types and effects of various nonverbal communication behaviors and develop competencies and skills in applying the study to selected perspectives. Original research as well as published research will be emphasized. Prerequisite: COMM 100.

### **COMM 0402 • Photocommunications II**

**Spring • 3 Credit Hours**

Advanced theory and practice of communication through the medium of photography. Students work on the application of photography to the mass media. The use of computer programs and visual manipulation of images is a component of the course. Persuasion, nonverbal communication, public communication and interpersonal communication will be used to create a portfolio of journalistic photographs that offer a visual narrative to the viewer. Prerequisite: Photocommunications I or consent of the instructor.

### **COMM 0405 • Advanced Intercultural Communication**

**Demand • 3 Credit Hours**

An in-depth analysis of variables which influence communication among peoples from different cultures. It will be an application of the intercultural theories and principles learned in the basic Intercultural Communication course. This in-depth analysis of seven cultures, Northern Ireland, American Indians, Germany, China, Japan, India and the Amish subculture in North America, from a communication perspective will utilize the case study method. Prerequisite: COMM 305 or permission of instructor.

### **COMM 0411 • Political and Social Communication**

**Fall • 3 Credit Hours**

Critical analysis of speakers and speeches selected to present the characteristic ideas of leading social and political developments in national and international affairs; includes lecture, reading and discussion. Prerequisites: COMM 100 and junior or senior standing.

### **COMM 0420 • Mass Communications Theory**

**Fall • 3 Credit Hours**

Explores the various theories which have been applied to understanding the effects of the mass media. Students will learn the various paradigms which have been applied in attempting to predict media performance, reliability and impact. Prerequisite: COMM 100 plus 3 hours of communication courses.

### **COMM 0425 • Broadcast Scriptwriting**

**Demand • 3 Credit Hours**

Methods, style and techniques for preparing scripts for various types of radio and television programs and announcements. Using the computer for typing scripts. Emphasis on promotion commercials, public service announcements, partially scripted and fully-scripted program formats, such as public affairs programs, variety shows, game shows, the documentary and drama. Prerequisites: COMM 111 and 200 or 201 or 325.

### **COMM 0430 • Advanced Broadcast News Reporting**

**Demand • 3 Credit Hours**

Theory and practice of producing a regularly scheduled television newscast. Study, criticism and evaluation of broadcast journalism. Six laboratory hours plus one staff meeting per week. Course may be repeated for a maximum of six hours. Prerequisite: COMM 325.

### **COMM 0431 • Electronic Field Production**

**Fall • 3 Credit Hours**

Planning, designing and executing electronic field productions. This course is designed to build aesthetic awareness and the technical skills necessary to conceive and develop an idea and communicate that idea to others. Two hours of lecture and two hours of laboratory weekly. Prerequisite: COMM 101.

### **COMM 0433 • Advanced Media Editing and Design**

**Fall • 3 Credit Hours**

Application of the editor's role in design for print and online media with attention to design principles for complex layouts, while incorporating news value, proper spelling and grammar, and Associated Press style. Prerequisite: COMM 333 or permission of department head.

### **COMM 0450 • Community Journalism**

**Demand • 3 Credit Hours**

Examining the nature and role of community journalism in an urbanized society is the thrust of the study. It relies heavily on the expertise of community journalism practitioners as resources of information and research. Experience with small daily and weekly newspapers will be the foundation for developing skills in community journalism. Prerequisite: COMM 111.

### **COMM 0455 • Writing for Public Relations**

**Fall • 3 Credit Hours**

Study, analysis and practice in writing for public relations media or for public relations use by media. Includes writing news, publicity and feature stories as well as effective letter writing, newsletters and brochures. Prerequisite: COMM 211.

### **COMM 0460 • Global Journalism**

**Demand • 3 Credit Hours**

Structures, processes and functions of newspapers around the world. Encompasses such issues as the use of print media between and within nations, censorship and repression, news coverage of war and U.S. news coverage of international affairs. Prerequisite: COMM 111.

### **COMM 0462 • Communication in Japanese Culture**

**Spring (Even) • 3 Credit Hours**

This advanced course is an in-depth analysis of variables which influence communication in Japanese culture. From a communication perspective the primary areas to be covered are Japanese communication, unique perspective and literature based family values, business, education, nature (Zen tradition.) Prerequisite: COMM 305 or permission of instructor.

### **COMM 0470 • New Media Technology**

**Fall • 3 Credit Hours**

Exploration of developed and developing technologies likely to shape the future of electronic media. New uses of older technologies. Historical development, regulation and audience effects of these technologies. Students will become aware of critical controversies and projected future developments of technology. Prerequisite: Junior standing.

**COMM 0491 • Internship in Communications****Fall, Spring & Summer • 1-8 Credit Hours**

Off-campus work experience in areas related to professional goals of students. For advanced majors in communications. Students must be approved for the program prior to enrolling. Application must be made during the first half of one semester for the following semester. In all internships students work under joint supervision of a faculty member and a representative of the organization providing the intern experience. Students may repeat the course to a maximum of 8 hrs. of credit. Prerequisite: Communications major with a minimum of 85 semester hrs.; approval of department head prior to enrolling. Some internships may have other specific prerequisites. Guidelines are available in the department's offices and must be followed.

**COMM 0492 • Communication Issues****Spring • 3 Credit Hours**

Required of all communications majors. Synthesizes information obtained from previous coursework. Students are presented with current issues of concern from communications fields and are asked to present possible scenarios for their resolution. Prerequisite: Senior standing, plus 15 hrs. in communications.

**COMM 0498 • Advanced Topics in Communication****Demand • 1-8 Credit Hours**

For upper-division students. Topics to be announced each time the course is offered.

**COMM 0499 • Independent Study in Speech, Mass Communications or Public Relations****Fall, Spring & Summer • 1-3 Credit Hours**

Individually directed study in selected areas for advanced majors in communications. Projects require an individually tailored independent study syllabus structured by the advisor and must be approved by the department head and school dean prior to enrollment. Prerequisite: Must have completed 90 hrs. with a cumulative GPA of 3.0 and have completed 15 hrs. of communications.

## CRIMINAL JUSTICE ADMINISTRATION

**FACULTY:**

**Hulderman - Chair, Adams, Gunderman,  
Scott, Spencer and Spurlin  
Justice Center 126 • 417.625.9302**

**Mission**

The mission of the Criminal Justice Administration Department is to encourage lifelong learning and scholarship, to produce qualified and knowledgeable graduates and to foster development of ethical professionals prepared for leadership positions in the criminal justice system and related fields. The department is devoted to emphasizing quality teaching and learning, to providing an international perspective and to promoting the value of community service. The department seeks to further the study and understanding of criminal justice through our teaching, scholarship and service.

Adding to the extremely versatile Bachelor of Science degree in Criminal Justice Administration and the Associate of Science degree in Law Enforcement, the Criminal Justice Department offers the Bachelor of Science degree in CIS and the Bachelor of Science in Criminal Justice Administration - Computer Forensics.

These exciting degree programs are complemented by four minors:

- Criminal Justice Administration
- Juvenile Justice
- Corrections
- CSI-Crime Scene Investigation

The many combinations offer a myriad of opportunities for students seeking careers in the criminal justice system and related fields.

The Criminal Justice Administration degree offers academic training coupled with real world practical training for students pursuing careers as criminal justice professionals in the traditional fields of law enforcement, juvenile justice, corrections, probation and parole, and private safety and security. The Criminal Justice program provides a varied curriculum, small classes, faculty who provide individual academic attention, international education opportunities and a unique learning environment that meet the needs of a diverse student body. The program prepares students for a wide variety of careers as criminal justice professionals as well as graduate programs in criminal justice, law and other related fields.

In addition to day and evening courses, students can obtain the Bachelor of Science in Criminal Justice Administration and the Associate of Science in Law Enforcement degrees over the Internet. The many hybrid courses combine the benefits of the classroom experience with the flexibility of the Internet. The department offers criminal justice professionals, who have experience in the field, college credit for work experience through the portfolio process. The Department also recommends that all students participate in the internship program, where students receive university credit for working side by side with practicing criminal justice professionals.

Our faculty members are attentive to student needs and strive to prepare students for challenging criminal justice careers. They have over 100 years of combined practical experience as:

- \* State and local law enforcement officers
- \* Juvenile officers
- \* Legal advocates
- \* Correctional officers
- \* Criminal investigators
- \* Child abuse investigators
- \* Private security
- \* Nonprofit agency administrators

The Criminal Justice Department emphasizes the international mission and provides students with opportunities to study and travel abroad to view firsthand other criminal justice systems around the globe. Our faculty and students have explored the criminal justice systems of England, France, Australia, New Zealand, Morocco, Italy, Israel, Spain and Costa Rica. In the years since the international mission was implemented, more than 350 criminal justice students have studied abroad.

The state-of-the-art Mills Anderson Justice Center is the home of the Criminal Justice Administration Department. The department houses a high-tech mobile Crime Scene Investigation Unit. The facility features a modern indoor "live-fire" range and two firearms training simulators. The auditorium provides a forum for lectures and advanced training seminars for practicing criminal justice professionals. These seminars are taught by nationally recognized criminal justice professionals, allowing students to learn from the experts and network with potential employers. The gymnasium and crime scene rooms provide for real-life practical scenario training.

The Criminal Justice Department at Missouri Southern State University also operates the 600-hour Basic Law Enforcement Training Academy. (See Law Enforcement.)



**Bachelor of Science**..... **Major Code** CJ01**Criminal Justice Administration****General Education Requirements (p. 45)..... 46-47**

<b>Criminal Justice Requirements.....</b>	<b>39</b>
LE 100 Introduction to Criminal Justice.....	3
LE 210 Criminal Procedure.....	3
LE 232 Ethics In Criminal Justice.....	3
LE 250 Criminal Law.....	3
CJAD 275 The Juvenile Justice System.....	3
LE 280 Professional Writing in Criminal Justice*.....	3
CJAD 301 International Justice Systems.....	3
CJAD 320 Probation and Parole*.....	3
CJAD 330 Asset Protection*.....	3
CJAD 370 International Terrorism*.....	3
CJAD 410 Juvenile Procedures*.....	3
CJAD 411 Juvenile Corrections*.....	3
CJAD 412 Correctional Practices*.....	3

**Select from the following list of major course electives..... 12**

LE 150 Introduction to Criminal Investigations.....	3
LE 180 Basic Law Enforcement Academy I*#.....	13
LE 181 Basic Law Enforcement Academy II*#.....	13
LE 190 First Responder.....	2
LE 200 Crime Scene Investigation I.....	3
LE 220 Crime Scene Photography.....	3
LE 225 Patrol Procedures.....	3
LE 230 Community Policing.....	3
LE 260 Legal & Technical Aspects of Firearms.....	3
LE 290 Police Supervision & Management.....	3
LE 298 Topics in Law Enforcement*.....	1-8
CJAD 302 Comparative Criminal Justice Systems and Cultures.....	2
CJAD 310 Traffic Accident Investigation & Control*.....	3
CJAD 340 Crime Scene Investigation II*.....	3
CJAD 350 Fish/Game Enforcement.....	3
CJAD 360 Professional Development.....	2
CJAD 390 Crime Analysis*.....	3
CJAD 400 Homicide Investigation*.....	3
CJAD 405 Homicide Investigation II*.....	3
CJAD 430 Family Violence*.....	3
CJAD 440 Victimology*.....	3
CJAD 450 Criminal Evidence*.....	3
CJAD 455 Interview and Interrogation*.....	3
CJAD 460 Cultural Diversity and Racial Disparity in CJ*.....	3
CJAD 475 Organized Crime*.....	3
CJAD 485 Child Exploitation and Pornography Investigation*.....	3
CJAD 487 Rape & Sexual Assault Investigation*.....	3
CJAD 491 Internship in Criminal Justice Administration*.....	4-8
CJAD 498 Advanced Topics in Criminal Justice*.....	1-3
CJAD 499 Independent Study*.....	1-6

**Electives..... 26-27****Total Hours..... 124**

\*See course descriptions and university requirements for prerequisites.

#Only 13 hours of the Basic Law Enforcement Academy will be applied to the 17 hour elective requirement.

General electives selected with advisor approval must include sufficient upper division courses (courses numbered at the 300 or 400 level) to complete university requirements for a minimum 40 upper-division hours. A minor is highly recommended.

**Bachelor of Science**..... **Major Code** CJ00**CIS and Criminal Justice Administration  
Computer Forensics Option****General Education Requirements (p. 45) 46-47\*..... 43-44****CIS Requirements (p. 161)..... 36****CJAD Core Requirements..... 33**

LE 100 Introduction to Criminal Justice.....	3
LE 200 Crime Scene Investigation I.....	3
LE 210 Criminal Procedures.....	3
LE 232 Ethics in Criminal Justice.....	3
LE 250 Criminal Law.....	3
LE 280 Professional Writing in Criminal Justice.....	3
CJAD 330 Asset Protection.....	3
CJAD 340 Crime Scene Investigation II.....	3

**Upper Division Electives..... 9****Supporting Requirement**

MATH 130 College Algebra*.....	3
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**General Electives..... 8-9****Total Hours..... 124**

\*Math course in major requirements satisfies 3 hours of the GER.

**Minor in CSI (Crime Scene Investigation)**

Minor Code.....CJ81

A minor in CSI-Crime Scene Investigation is designed to prepare students who are seeking careers utilizing crime scene investigation techniques and crime scene analysis. The minor provides students with the necessary skills to accurately investigate and process crime scenes, which include legal aspects, police response, photography, diagramming and collecting physical evidence. Writing reports and presenting courtroom testimony are additional skills that will be developed.

Students pursuing this minor may seek employment with investigative agencies on the federal, state and local levels. A minor in CSI-Crime Scene Investigation consists of 24 credit hours. Students must have a faculty advisor for a minor in CSI-Crime Scene Investigation.

LE 100 Introduction to Criminal Justice.....	3
LE 200 Criminal Scene Investigation I.....	3
LE 220 Crime Scene Photography.....	3
CJAD 340 Crime Scene Investigation II.....	3
CJAD 390 Crime Analysis.....	3
CJAD 400 Homicide Investigation.....	3
CJAD 450 Criminal Evidence.....	3

**Select one of the following..... 3**

LE 210 Criminal Procedure (3)	
LE 250 Criminal Law (3)	

**Total Hours..... 24****Minor in Criminal Justice Administration**

Minor Code.....CJ82

A minor in Criminal Justice Administration is designed for students who wish to combine a major with the versatile criminal justice administration minor. Students majoring in business, biology, international studies, psychology, sociology or other related fields who have a desire to work in the field of criminal justice will find this minor beneficial.

A minor in Criminal Justice Administration consists of 24 credit hours. Students must have a faculty advisor for a minor in Criminal Justice Administration.

LE 100 Introduction to Criminal Justice.....	3
LE 210 Criminal Procedure.....	3
LE 232 Ethics in Criminal Justice.....	3
LE 250 Criminal Law.....	3
<b>Electives.....</b>	<b>12</b>

Students may select 12 hours from LE and CJAD electives.

At least nine hours must be upper division.

**Total Hours..... 24**

**Minor in Corrections**

Minor Code.....CJ80

A minor in Corrections is designed to prepare students who are seeking careers in the field of adult or juvenile corrections. A minor in Corrections offers students a variety of employment possibilities in local, state and federal agencies. These employment opportunities include juvenile or adult probation and parole officer, pretrial or post-trial investigator, detention officer, corrections specialist or corrections caseworker. Students majoring in criminal justice, psychology, sociology or other related fields who have a desire to work in the field of corrections will find this minor beneficial.

A minor in Corrections consists of 24 credit hours. Students must have a faculty advisor for a minor in Corrections.

LE 100	Introduction to Criminal Justice .....	3
CJAD 320	Probation and Parole .....	3
CJAD 411	Juvenile Corrections .....	3
CJAD 412	Correctional Practices .....	3
SOC 351	Criminology .....	3
SOC 362	Deviant Behavior .....	3
SOC 391	Penology and Corrections .....	3
PSY 221	Psychology of Personal Adjustment .....	3
<b>Total Hours</b>	.....	<b>24</b>

**Minor in Juvenile Justice**

Minor Code.....CJ83

A minor in Juvenile Justice is designed to prepare students who are seeking careers in the Juvenile Justice System. Adjudication and aftercare of the juvenile offender as well as child protection are the primary emphases of a minor in Juvenile Justice.

Students majoring in criminal justice, psychology, sociology or other related fields who have a desire to work in the Juvenile Justice System will find this minor beneficial. Juvenile officer, child abuse investigator and group home counselor, are just a few of the employment options available to a graduate with a Juvenile Justice minor.

A minor in Juvenile Justice consists of 24 credit hours. Students must have a faculty advisor for a minor in Juvenile Justice.

LE 100	Introduction to Criminal Justice .....	3
CJAD 275	Juvenile Justice System .....	3
CJAD 410	Juvenile Procedures .....	3
CJAD 411	Juvenile Corrections .....	3
CJAD 430	Family Violence .....	3
CJAD 485	Child Exploitation and Pornography Investigation .....	3
SOC 312	Juvenile Delinquency .....	3
<b>Select one from the following</b> .....		<b>3</b>
PSY 200	Child Development (3)	
PSY 201	Adolescent Development (3)	
<b>Total Hours</b>	.....	<b>24</b>

**For additional information contact:**  
**Criminal Justice**  
**Administration Department**  
**Dr. Michael Hulderman, Chair**  
**Justice Center 126B**  
 417.625.9684  
[hulderman-m@mssu.edu](mailto:hulderman-m@mssu.edu)

## **COURSE DESCRIPTIONS:**

### **CRIMINAL JUSTICE ADMINISTRATION**

**CJAD 0275 • The Juvenile Justice System****Fall • 3 Credit Hours**

The Juvenile Justice System is a survey course that is designed to introduce the student to the organizations, processes and actors that comprise the Juvenile Justice System. The course emphasizes the history of the juvenile justice system, the agency interactions and interrelationships, the concepts of prevention and diversion, the development of juvenile gangs, the roles of criminal justice professionals and the future of the Juvenile Justice System.

**CJAD 0298 • Topics in Criminal Justice Administration****Demand • 1-8 Credit Hours**

Course content varies and is designed to meet current needs and interests in the rapidly changing field of criminal justice administration. Precise topics are announced with prerequisites stipulated in the course syllabus.

**CJAD 0301 • International Justice Systems****Spring • 3 Credit Hours**

A study of justice systems around the world, comparing them to America's justice system. Course considers the three important components of a justice system: police, courts and corrections. Includes cultural differences of the countries studied as they relate to their justice systems.

**CJAD 0302 • Comparative Criminal Justice Systems and Cultures****Demand • 2 Credit Hours**

Comparative Criminal Justice Systems and Cultures will focus on the criminal justice systems and cultures of selected countries as they compare to the American justice system and culture. Travel in selected countries will include visits to criminal justice agencies and facilities as well as interactions with criminal justice professionals.

**CJAD 0305 • Criminal Justice Research and Statistical Analysis****Spring • 3 Credit Hours**

This course is a study in research methods and statistical techniques used to investigate, collect, analyze, and interpret matters related to the criminal justice field. Topics include non-experimental survey research, samples and populations, research design, human subjects, descriptive and inferential statistics, frequency distribution, mean and standard deviation, probability and normal distribution, hypothesis testing, cross-tabulation, Analysis of Variance, and correlation and regression. Prerequisites: LE 100 and MATH 125 or above with a grade of C or above.

**CJAD 0310 • Traffic Accident Investigation and Control****Demand • 3 Credit Hours**

Theory and techniques for investigating and reducing occurrence of motor vehicle accidents. Includes collection and evaluation of physical evidence reporting. Prerequisites: LE 280.

**CJAD 0320 • Probation and Parole****Fall • 3 Credit Hours**

Study of the entire system of probation and parole internationally, nationally and locally. Prepares students for the state merit exam in probation and parole. Study of pre-sentence investigation methods, predicting parole behavior, supervisory practices, legal aspects, the use of amnesty and pardons. Prerequisites: LE 100.

## **COURSE DESCRIPTIONS: CRIMINAL JUSTICE (CONTINUED)**

### **CJAD 0330 • Asset Protection**

**Spring • 3 Credit Hours**

Security techniques in loss prevention for retail business, industry, governmental protection, hotel and motel, hospital, school, transit systems, and utilities. Prerequisites: LE 100.

### **CJAD 0340 • Crime Scene Investigation II**

**Spring • 3 Credit Hours**

Advanced methods and techniques used by investigators to identify and collect items of evidentiary value left at crime scenes. Topics to include the use of forensic light sources to locate physical evidence, bloodstain pattern analysis, casting impression evidence, fingerprint processing, and entomological evidence. Prerequisites: LE 100 and LE 200 or permission.

### **CJAD 0350 • Fish and Game Enforcement**

**Demand • 3 Credit Hours**

Problems and procedures encountered and used by conservation enforcement officers. Laws and enforcement procedures.

### **CJAD 0360 • Professional Development**

**Demand • 2 Credit Hours**

Development of employability and career skills will be emphasized focusing on tools necessary for employment: communication skills, corporate etiquette, business dress, adjusting to the corporate environment and the professional image.

### **CJAD 0370 • International Terrorism**

**Fall • 3 Credit Hours**

International Terrorism examines the known facets of contemporary terrorism. Analyzes the laws and special forces/law enforcement agencies which nations within the international community have created to meet the challenge of international terrorism. Examines anticipated patterns of terrorism in the new century. Emphasis on legal and security measures designed to prevent terrorism.

### **CJAD 0390 • Crime Analysis**

**Fall • 3 Credit Hours**

A study of the patterns of crime. The course will emphasize the analysis of crime patterns and criminal behavior. The course will consider the identification of evolving or existent crime patterns and series crime, the forecasting of future crime occurrences, and the initiation of target profile analysis. Prerequisites: LE 100.

### **CJAD 0400 • Homicide Investigation**

**Fall • 3 Credit Hours**

Legal and criminalistic concepts and procedures for the medico-legal investigation of death due to natural, accidental, suicidal, or criminal cause. Prerequisites: LE 100 and LE 200.

### **CJAD 0405 • Homicide Investigation II**

**Demand • 3 Credit Hours**

This course will primarily focus on adult and child sex-related homicides. In addition, this course will examine various homicide cases using a case study analysis to better understand the investigative process involved in a homicide investigation. Prerequisites: CJAD 400 or permission.

### **CJAD 0410 • Juvenile Procedures**

**Spring • 3 Credit Hours**

Examines the evolution of the juvenile justice system as well as current practice and procedure in juvenile and family courts. Focus on law, jurisdiction, constitutional requirements and court rules. Also considers topics such as juvenile gangs, child abuse and neglect, child custody, and status offenders. Prerequisites: CJAD 275.

### **CJAD 0411 • Juvenile Corrections**

**Fall • 3 Credit Hours**

Overview of the design and legal requirements of juvenile correctional institutions including an analysis of the juvenile interstate compact laws and management principles of juvenile correctional institutions. Prerequisites: CJAD 275.

### **CJAD 0412 • Correctional Practices**

**Spring • 3 Credit Hours**

History of corrections as it relates to correctional practices. In-depth study of the rights of the incarcerated inmate as well as the powers and duties of the correctional officer. Prerequisite: LE 100.

### **CJAD 0430 • Family Violence**

**Demand • 3 Credit Hours**

Introduces the dynamics of family violence from the perspective of law enforcement. Examines the relationships between victims, offenders, and other family members. Focuses on these relationships and the challenge they pose to the criminal justice system. Prerequisites: CJAD 275.

### **CJAD 0440 • Victimology**

**Demand • 3 Credit Hours**

Introduces the study of victimization. Examines the relationship between victims and the criminal justice system. Prerequisite: CJAD 275.

### **CJAD 0450 • Criminal Evidence**

**Demand • 3 Credit Hours**

Rules of evidence, admissibility, presumptions, inferences, burden of proof, and exceptions to the hearsay rule. Prerequisites: LE 100, LE 210, and LE 250.

### **CJAD 0455 • Interview and Interrogation**

**Demand • 3 Credit Hours**

This course will present detailed information about interviewing and interrogation techniques. This course will also examine the law governing interviews and interrogations as well as certain aspects of admissibility of confessions as evidence in criminal cases. Prerequisites: LE 100 and LE 280.

### **CJAD 0460 • Cultural Diversity and Racial**

**Disparity**

**Demand • 3 Credit Hours**

A course for students seeking cross-cultural knowledge and sensitivity in criminal justice. Students will learn practical methods for dealing with diverse cultures, ethnic groups, and those who are physically, mentally, and emotionally challenged. Prerequisite: LE 100.

### **CJAD 0475 • Organized Crime**

**Demand • 3 Credit Hours**

The course will provide an overview of American and internationally organized crime and the legal techniques used to address the problem. Emphasis will be placed on the major groups and their principal forms of criminal activity: drugs, trafficking of human beings, money laundering and financial crimes. The emerging effort to fight organized crime internationally will be examined. Prerequisite: LE 100.

### **CJAD 0485 • Child Exploitation and Pornography Investigation** Demand • 3 Credit Hours

The course will examine legal and criminalistic concepts and procedures for the legal investigation of sexual exploitation of children and child pornography. Prerequisites: LE 100 or permission.

### **CJAD 0487 • Rape and Sexual Assault Investigation** Demand • 3 Credit Hours

This course is designed to prepare students to investigate rapes and sexual assaults. This course will focus on sexual abuse of nursing home residents, children and adults. In addition, this course will address issues concerning the collection of evidence at crime scenes, interviewing the suspect and the forensic examination of sexual assault victims. Prerequisites: LE 100.

### **CJAD 0491 • Internship in Criminal Justice** Fall, Spring & Summer • 4 Credit Hours

Extensive practical experience with a criminal justice agency, subject to individual committee approval. Prerequisites: Junior or senior standing, CJAD major, department approval, cumulative GPA 2.5 and a CJAD GPA 3.2.

### **CJAD 0498 • Advanced Topics in Criminal Justice Administration** Demand • 1-3 Credit Hours

A survey of current advances in the field. Precise topics to be announced. For upper division majors in CJAD or those who have completed the A.S. degree in law enforcement. Prerequisite: Permission of instructor.

### **CJAD 0499 • Independent Study in Criminal Justice** Fall, Spring & Summer • 1-3 Credit Hours

Individually directed study for advanced majors in area of criminal justice selected with advisor approval. Proposal must be approved by program director and school dean. Prerequisite: 3.5 GPA in major area or permission.

## **LAW ENFORCEMENT**

#### **FACULTY:**

**Hulderman - Chair, Adams, Scott, Spencer, Spurlin**  
Justice Center 126 • 417.625.9302

The Associate of Science degree in Law Enforcement helps prepare students for entrance into law enforcement, a field which has become highly specialized and complex at the local, state and national levels. The University also offers the four-year Bachelor of Science degree in Criminal Justice Administration.

### **Missouri Peace Officer Certification**

The 600-hour Missouri Peace Officer Certification is offered through Criminal Justice Administration (CJAD) and the Missouri POST (Peace Officer Standards & Training) Certified Law Enforcement Academy. Students who successfully complete the Academy and meet licensing requirements become eligible for employment as Missouri peace officers. See course descriptions.

### **Application/Admission/Certification**

The State of Missouri requires applicants at the time of licensing to be 21 years of age, a United States citizen, have a high school diploma or its equivalent and pass the Missouri State Police Officer Licensing examination. An applicant with a criminal history must receive Missouri POST clearance before being accepted to the program. An interview with the Training Coordinator is required for admittance to the program.

### **Associate of Science** Major Code LEO0 **Law Enforcement (Option A)**

<b>General Education Requirements (p. 46) .....</b>		<b>27-28</b>
<b>Law Enforcement Requirements .....</b>		<b>37</b>
LE 100	Introduction to Criminal Justice .....	3
LE 210	Criminal Procedure .....	3
LE 232	Ethics in Criminal Justice .....	3
LE 250	Criminal Law .....	3
LE 280	Professional Writing in Criminal Justice .....	3
Electives	(advisor approved LE or CJAD electives) .....	22
<b>Total Hours</b>		<b>64-65</b>

### **Associate of Science** Major Code LEO1 **Law Enforcement (Option B)** **Basic Law Enforcement Academy**

<b>General Education Requirements (p. 46) .....</b>		<b>27-28</b>
<b>Law Enforcement Requirements.....</b>		<b>37</b>
LE 100	Introduction to Criminal Justice .....	3
LE 232	Ethics in Criminal Justice .....	3
LE 180	Basic Law Enforcement Academy.....	13
LE 181	Basic Law Enforcement Academy II.....	13
Electives	(advisor approved LE or CJAD) .....	5
<b>Total Hours .....</b>		<b>64-65</b>

**For additional information contact:**  
**The Law Enforcement Academy**  
**Matt Cowdin**  
**417.625.9519 • cowdin-m@mssu.edu**

## **COURSE DESCRIPTIONS:** **LAW ENFORCEMENT**

### **LE 0100 • Introduction to Criminal Justice**

**Fall & Spring • 3 Credit Hours**

An overview of the criminal justice system to include the roles of police, courts, and corrections with an understanding of its response to crime in society. Emphasis is placed on the delicate balance between community interests and individual rights that criminal justice decision-making requires.

### **LE 0180 • Basic Law Enforcement Academy**

**Fall & Spring • 13 Credit Hours**

The pre-licensing training course for new law enforcement officers in Missouri, approved by P.O.S.T. (Peace Officer Standards and Training) Office of the State Department of Public Safety. The broad range of topics includes Missouri criminal law, traffic law, criminal investigation, reports, defensive tactics, firearms, legal subjects and human relations. The topics are designed and required by P.O.S.T. under Section 590.100 et. seq. RSMo. Prerequisites: Permission of Training Director. (Additional lab fee for course.)

## **COURSE DESCRIPTIONS: LAW ENFORCEMENT (CONTINUED)**

### **LE 0181 • Basic Law Enforcement Academy II**

**Fall & Spring • 13 Credit Hours**

The pre-licensing training course for new law enforcement officers in Missouri, approved by P.O.S.T. (Peace Officer Standards and Training) Office of the State Department of Public Safety. The broad range of topics includes Missouri criminal law, traffic law, criminal investigation, reports, defensive tactics, firearms, legal subjects and human relations. The topics are designed and required by P.O.S.T. under Section 590.100 et. seq. RSMo. Prerequisites: Permission of Training Director and LE 180 (Additional lab fee for course.)

### **LE 0200 • Crime Scene Investigation I**

**Fall • 3 Credit Hours**

An introduction to the basic protocol of crime scene investigation to include first response, diagramming, photography, fingerprinting and the preservation and collection of physical evidence.

### **LE 0210 • Criminal Procedure**

**Spring • 3 Credit Hours**

Overview of criminal justice process and procedure from first contact with law enforcement through the criminal trial. Topics include "stop and frisk", arrest, search and seizure, interrogation, identification and the criminal trial.

### **LE 0220 • Crime Scene Photography**

**Demand • 3 Credit Hours**

A photography course designed to instruct the law enforcement student in the fundamentals of photography, as it relates to the documentation and investigation of crime scene evidence. This course discusses traditional photography techniques in addition to the use of digital photography for law enforcement.

### **LE 0225 • Patrol Procedures**

**Demand • 3 Credit Hours**

Covers numerous areas confronting today's law enforcement officer during tours of duty and the proper techniques and procedures used in handling each area.

### **LE 0230 • Community Policing**

**Demand • 3 Credit Hours**

An introduction to and analysis of theories, techniques and programs involving police image and public response. Special attention will be paid to problems of crime prevention, community oriented problem solving policing, police-public interaction and public safety.

### **LE 0232 • Ethics in Criminal Justice**

**Spring • 3 Credit Hours**

Ethics in Criminal Justice is an introduction to the ethical and moral issues confronting criminal justice professionals. The course explores major philosophical frameworks and value systems. Focus is placed on recognition and analysis of practical moral issues and ethical dilemmas characterizing the modern criminal justice system with emphasis on the law enforcement, courts and corrections subsystems.

### **LE 0250 • Criminal Law**

**Fall • 3 Credit Hours**

Criminal law purposes and functions; rights and duties of officers and citizens in relation to local, state and federal laws. The development, application and enforcement of laws.

### **LE 0260 • Legal and Technical Aspects of Firearms**

**Demand • 3 Credit Hours**

History and development of firearms. The nomenclature of the most commonly used police firearms and the duties and requirements of a range master. The laws concerning firearms acquisitions, ownership and use. Three hours lecture per week. Lab fee and additional lab time arranged.

### **LE 0280 • Professional Writing in Criminal Justice**

**Fall • 3 Credit Hours**

Introduces various methods and styles of report writing and professional communication in the criminal justice field together with use of basic report forms and follow-up reports. Prerequisites: English 101 and 102.

### **LE 0290 • Police Supervision and Management**

**Demand • 3 Credit Hours**

Principles of personnel management as applied to law enforcement agencies: evaluation, promotion, discipline, training, employee welfare and problem-solving leadership.

### **LE 0298 • Topics in Law Enforcement**

**Demand • 1-3 Credit Hours**

Course content varies and is designed to meet current needs and interests in the rapidly changing field of law enforcement. Precise topics to be announced and prerequisites stipulated in course syllabus.

## **ENGLISH**

### **FACULTY:**

**Dworkin Interim Chair, Ackiss, Barry Brown, Joey Brown, Faulstick, Greenlee, Howarth, Kumbier, McSpadden, Mouser, Murphy, Rodgers & Toliver  
Kuhn Hall • 417.625.9377**

### **Mission**

The mission of the Department of English and Philosophy is to cultivate reading and writing skills, critical thinking, and an appreciation of literature--thereby preparing students to succeed professionally, to participate locally and globally as productive citizens, and to live reflective, joyful lives.

The department supports the University's commitment to a strong liberal arts education by offering courses in composition, literature, and philosophy that fulfill the General Education Requirements for all Missouri Southern students. For English majors, the department offers tracks that lead to a Bachelor of Science in Education degree or to a Bachelor of Arts degree. In addition, the department supports the University's goal of preparing global citizens by offering relevant international curricula and experiences for its students, including international study opportunities.

The Bachelor of Arts in English provides an excellent preparation for graduates who plan to enter business and industry, who plan to pursue graduate studies in English and who plan to enter professional schools such as law and medicine. Graduates of this program are employed in such widely diverse occupations as human resources, advertising, publishing, sales management, law, mass communications and college teaching. English majors develop strong skills in writing organization and creativity and they develop a perception of and appreciation for the human values that grow out of the study of literature. Such skills equip English majors for success in the many different fields of employment described above and more.

The Bachelor of Arts English major at Missouri Southern comprises two major tracks. The literary studies emphasis focuses on the traditional study of literature, preparing the student for advanced study of English in graduate school, for law school and for a variety of careers in which understanding of human nature, critical thinking and oral and written communication skills are valued.

The professional/ technical writing emphasis prepares the student for more specialized careers involving writing in the workplace, such as public relations, copy writing and

editing, technical writing and desktop publishing. Both tracks require a senior capstone experience: a Senior Seminar (ENG 495) in the literary studies track or one or two internships (ENG 491) in the writing emphasis. These internships furnish the students with practical experience using writing and research skills in a workplace environment.

The Bachelor of Science in Education English degree prepares students who wish to teach English/Language Arts at the secondary level (grades 9-12). The English BSE program is accredited by the National Council on Accreditation of Teacher Education (NCATE) and the Missouri Department of Elementary and Secondary Education (DESE), following the guidelines for teacher preparation of both of these organizations. Taking a prescribed set of courses in Teacher Education and in English, candidates for this degree may choose to certify to teach English as a single field (Plan B) or English plus another field (Plan A). Students who wish to certify to teach English/Language Arts in the middle school should consult the Teacher Education Program information on page 179.

The English and Philosophy Department also offers an English minor with a choice of three emphases. A minor in English with an emphasis in literature is a traditional English minor that allows students to deepen their knowledge of literature and writing. Both the minor in English with a writing emphasis and the minor in English with a creative writing emphasis are designed to develop students' writing skills and to provide them with a way to present their accomplishments to prospective employers and graduate schools. Students who wish to minor in English will arrange a coherent sequence of courses in consultation with the departmental advisor for minors. Students should choose courses on the basis of their backgrounds, their major programs and, above all, their interests.

The department offers its majors and other students opportunities to use their talents and pursue their interests through Sigma Tau Delta, our department's chapter of the national honors society, or through *bordertown*, our student-run annual magazine dedicated to publishing the creative writing of MSSU students.

General Education Requirements in Humanities and Fine Arts can be met with the courses listed on page 45 under Area F. English 101 is a prerequisite to all English courses except English 80 and 111. English 102 or 111 is a prerequisite to all 300-400 level English courses and to all writing-intensive courses in the university. The department urges all students to complete English 101 and 102 in their first two semesters.

### **Bachelor of Science in Education ..... Major Code ES12** **English Major - Grades 9-12 Certification** **Plan A (Double Teaching Field)**

<b>General Education Requirements (p. 45) 46-47*..... 43-44</b>	
<b>Computer Literacy Requirement</b>	
EDUC 301 Technology in Education.....	3
<b>English Requirements.....</b>	<b>33</b>
<b>Study of the English Language</b>	
ENG 301 Introduction to English Linguistics.....	3
ENG 400 History of the English Language.....	3
<b>Teaching of Writing</b>	
ENG 319 Teaching Writing.....	3
<b>Young Adult Literature</b>	
ENG 330 Young Adult Literature.....	3
<b>Advanced Writing</b>	
ENG 216 Creative Writing	
OR	
ENG 310 Professional Writing	
OR	
ENG 313 Technical Writing	
OR	
ENG 315 Advanced Essay Writing.....	3
<b>Foundations of English Study</b>	
ENG 202 Writing and Research in English.....	3
<b>Literature Core</b>	
Any courses in British Literature.....	6
Any courses in American Literature.....	6
Any course in World Literature.....	3
<b>Education Certification Requirements (p. 180) 40-42.....</b>	<b>37-39</b>
<b>Second Teaching Field (some fields exceed 30 hours).....</b>	<b>30</b>
<b>Total Hours.....</b>	<b>146-149</b>

\*Three hours of literature from Area F plus the required Psychology 100 satisfy General Education Requirements.

### **Bachelor of Arts ..... Major Code ENO3**

#### **English Major - Literary Studies Emphasis**

<b>General Education Requirements (p. 45) 46-47*..... 43-44</b>	
<b>Foreign Language Requirements.....</b>	<b>12</b>
<b>English Requirements.....</b>	<b>42**</b>
<b>Foundations of English Study</b>	
ENG 202 Writing & Research in English.....	3
<b>Study of the English Language</b>	
ENG 301 Introduction to English Linguistics	
OR	
ENG 400 History of the English Language.....	3
<b>Advanced Writing:</b>	
One course from ENG 216, 310, 312, 313 OR 315.....	3
<b>Literature Core:</b> (level 200 and above, distributed as below):	
Any courses in British Literature.....	6
Any courses in American Literature.....	6
Any course in World Literature.....	3
<b>Capstone Course</b>	
ENG 495 Senior Seminar.....	3
<b>English Electives</b>	
English Electives (beyond College Composition).....	15
<b>Electives.....</b>	<b>26-27</b>
<b>Total Hours.....</b>	<b>124***</b>

\*The literature survey course listed under Area F on page 45 satisfies both three of the 46-47 hours required for general education and three of the 15 hours of literature core or English electives required for the major.

\*\*Must be beyond college composition and include at least 12 hours at the 300-400 level. English 325, Children's Literature, does not count toward the English major. The student also will need to satisfy the computer literacy requirement as determined by the English department.

\*\*\*Must include at least 40 Upper Division (300-400 level) hours.

### **Bachelor of Science in Education ..... Major Code ES12** **English Major - Grades 9-12 Certification** **Plan B (Single Teaching Field)**

<b>General Education Requirements (p. 45) 46-47*..... 43-44</b>	
<b>Computer Literacy Requirement</b>	
EDUC 301 Technology in Education.....	3
<b>English Requirements.....</b>	<b>42</b>
<b>Study of the English Language</b>	
ENG 301 Introduction to English Linguistics.....	3
ENG 400 History of the English Language.....	3
<b>Teaching of Writing</b>	
ENG 319 Teaching Writing.....	3
<b>Young Adult Literature</b>	
ENG 330 Young Adult Literature.....	3
<b>Advanced Writing</b>	
ENG 216 Creative Writing	
OR	
ENG 310 Professional Writing	
OR	
ENG 313 Technical Writing	
OR	
ENG 315 Advanced Essay Writing.....	3
<b>Foundations of English Study</b>	
ENG 202 Writing and Research in English.....	3
<b>Literature Core</b>	
Any courses in British Literature.....	6
Any courses in American Literature.....	6
Any course in World Literature.....	3
<b>English Electives</b> (beyond College Composition).....	<b>9</b>
<b>Education Certification Requirements (p. 180) 40-42.....</b>	<b>37-39</b>
<b>Total Hours.....</b>	<b>146-149</b>

\*Three hours of literature from Area F plus the required Psychology 100 satisfy General Education Requirements.

**Bachelor of Arts** ..... Major Code EN04**English Major - Professional/Technical Writing Emphasis****General Education Requirements (p. 45) 46-47\*..... 43-44****Foreign Language Requirements** ..... 12**English Requirements**.....42\*\***Foundations of English Study**

ENG 202 Writing and Research in English ..... 3

**Study of the English Language**ENG 301 Introduction to English Linguistics  
OR

ENG 400 History of the English Language ..... 3

**Post-Freshman Composition Writing**

One course from ENG 216 or 315 ..... 3

**Professional/Technical Writing**

ENG 310 Professional Writing ..... 3

ENG 312 Advanced Professional Writing ..... 3

ENG 313 Technical Writing ..... 3

**Coursework in Related Disciplines**

COMM 300, 305 or 360 ..... 3

**Literature Core**

Minimum of 3 courses chosen from

ENG 261, 262, 271, 272, 281, 282 ..... 9

**Internship with Portfolio (12)**

ENG 491 Internship in English ..... 3-6

**English Electives**

English Electives (beyond College Composition) ..... 6-9

**Electives** ..... 26-27**Total Hours**..... 124\*\*\*

\*The literature survey course listed under Area F on page 45 satisfies both three of the 46-47 hours required for general education and three of the 33 hours of English electives required for the major.

\*\*Must be beyond college composition and include at least 12 hours at the 300-400 level. English 325, Children's Literature, does not count toward the English major. The student also will need to satisfy the computer literacy requirement as determined by the English department.

\*\*\*Must include at least 40 Upper Division (300 - 400 level) hours.

**Minor in English - Literature Emphasis**

Minor Code.....EN80

**Advanced Writing** ..... 3

ENG 216 Creative Writing (3)

OR

ENG 310 Professional Writing (3)

OR

ENG 312 Advanced Professional Writing (3)

OR

ENG 313 Technical Writing (3)

OR

ENG 315 Advanced Essay Writing (3)

**Literature 300-400 Level** ..... 9**English Electives (beyond College Composition)** ..... 9**Total Hours** ..... 21\*

\*Should be chosen in consultation with an advisor in the English & Philosophy department.

**Minor in English - Creative Writing**

Minor Code.....EN82

**English Requirements**..... 9

ENG 216 Creative Writing ..... 3

ENG 316 Creative Writing: Poetry ..... 3

ENG 317 Creative Writing: Fiction ..... 3

**Choose one course from the following:**

ENG 310 Professional Writing ..... 3

ENG 313 Technical Writing ..... 3

ENG 315 Advanced Essay Writing ..... 3

**Choose two of the following literature courses:**

ENG 261, 262, 271, 272, 281, 282, 305 ..... 6

**Choose one of the following upper division literature courses:**

ENG 361, 371, 381 ..... 3

**Total Hours** ..... 21**Minor in English - Writing Emphasis**

Minor Code.....EN81

**A: Six hours of College Composition**

ENG 101 College Composition I ..... (3)

AND

ENG 102 College Composition II ..... (3)

OR

ENG 111 Advanced College Composition ..... (6)

**B: Twelve hours from the following:**

ENG 216 Creative Writing ..... (3)

ENG 310 Professional Writing ..... (3)

ENG 312 Advanced Professional Writing ..... (3)

ENG 313 Technical Writing ..... (3)

ENG 315 Advanced Essay Writing ..... (3)

ENG 316 Creative Writing: Poetry ..... (3)

ENG 317 Creative Writing: Fiction ..... (3)

**C: Three hours in a 300-400 level writing intensive course**

in the student's major ..... 3

**Total Hours** ..... 21**COURSE DESCRIPTIONS:  
ENGLISH****ENG 0080 • Basic Composition****Fall & Spring • 3 Credit Hours**

For students with an English ACT score of 16 or less or a Writing Placement Exam (WPE) score which indicates a need for developmental composition. Students will write at least six major papers with special attention given to mechanics, grammar, syntax, paragraphing and organization. No credit toward baccalaureate degree.

**ENG 0101 • College Composition I****Writing Intensive • Fall, Spring & Summer • 3 Credit Hours**

An introduction to the principles of college-level writing and critical thinking. Students will write a number of essays for a variety of purposes and audiences. Successful completion of the course permits the student to enroll in English 102. Students demonstrating exceptional ability as indicated by Writing Placement scores may take English 111.

**For additional information contact:****Dr. Joy Dworkin****Kuhn Hall 203****417.625.9377 • dworkin-j@mssu.edu**

**ENG 0102 • College Composition II***Writing Intensive • Fall, Spring & Summer • 3 Credit Hours*

Continued development of writing skills. Emphasizes writing from sources. Initiation, development and completion of a research paper. Prerequisite: English 101.

**ENG 0111 • Advanced College Composition***Writing Intensive • Fall • 3 Credit Hours*

For students whose Writing Placement scores demonstrate exceptional proficiency. With a grade of 'C' or better in English 111, a student also automatically receives three hrs. credit for English 101, thereby satisfying the six hour composition requirement. Students receiving a 'D' in English 111 must take English 102.

**ENG 0202 • Writing and Research in English***Fall & Spring • 3 Credit Hours*

A required gateway course for English BA and BSE majors. An introduction to the aims and methods of writing and research in the discipline. Prerequisite: ENG 102 or ENG 111.

**ENG 0216 • Creative Writing***Fall • 3 Credit Hours*

Writing of prose, poetry and drama. A study of the writer's roles and technical approaches to literature in order to develop creative writing skills. Prerequisite: ENG 102 or ENG 111.

**ENG 0250 • Introduction to Literature***Fall & Spring • 3 Credit Hours*

An introduction to literary analysis and the major literary genres, including the examination of literary themes and techniques common in fiction, poetry, and drama. Prerequisite: ENG 101, or ENG 111. (Meets Area F.2 General Education requirement.)

**ENG 0261 • World Literature I***Fall & Spring • 3 Credit Hours*

Selected literature from the ancient world through the Renaissance, excluding British and American literature. Option for satisfying Area F General Education requirement. Prerequisite: ENG 101 or ENG 111.

**ENG 0262 • World Literature II***Fall & Spring • 3 Credit Hours*

Selected literature from the Renaissance to the present, excluding British and American literature. Option for satisfying Area F General Education requirement. Prerequisite: ENG 101 or ENG 111.

**ENG 0271 • British Literature I***Fall & Spring • 3 Credit Hours*

Survey of British literature from its beginnings through the eighteenth century. Option for satisfying Area F General Education requirement. Prerequisite: ENG 101 or ENG 111. (Can be taught as WI)

**ENG 0272 • British Literature II***Fall & Spring • 3 Credit Hours*

Survey of British literature from the Romantic Movement to the present. Option for satisfying Area F General Education requirement. Prerequisite: ENG 101 or ENG 111.

**ENG 0281 • American Literature I***Fall & Spring • 3 Credit Hours*

A survey of American literature from its beginning to the Civil War. Option for satisfying Area F General Education requirement. Prerequisite: ENG 101 or ENG 111.

**ENG 0282 • American Literature II***Fall & Spring • 3 Credit Hours*

A survey of American literature from the Civil War to the present. Option for satisfying Area F General Education requirement. Prerequisite: ENG 101 or ENG 111.

**ENG 0298 • Topics in English***Demand • 1-3 Credit Hours*

Studies in a variety of areas not covered in regular courses. Topic open. Prerequisite: ENG 101 or 111.

**ENG 0301 • Introduction to English Linguistics***Fall • 3 Credit Hours*

The scientific study of the English language, from ca. 1960 to the present, covering such topics as phonology, morphology, syntax, language acquisition, regional and social variation and usage. Prerequisite: ENG 102 or ENG 111.

**ENG 0305 • The Short Story***Fall & Spring • 3 Credit Hours*

An in-depth study of the short story with representative writers from throughout the world. Option for satisfying Area F General Education requirement. Prerequisite: ENG 102 or ENG 111.

**ENG 0307 • Film Perspectives***Fall • 3 Credit Hours*

Study of film as a narrative medium, with emphasis on understanding the elements of film and analyzing films from a variety of perspectives. Prerequisites: ENG 102 or ENG 111.

**ENG 0310 • Professional Writing***Fall • 3 Credit Hours*

An advanced course focused on the writing demands of professional occupations. Prerequisite: ENG 102 or ENG 111.

**ENG 0312 • Advanced Professional Writing***Spring • 3 Credit Hours*

A continuation of ENG 310, this course covers the types of on-demand writing done by professional and technical writers. The course includes job search and self-promotion strategies required of such writers. Emphasis is on writing with technology. Coursework will include writing for websites and other media, analyses of professional models and compiling a professional writing portfolio. Prerequisites: ENG 310 or permission of instructor.

**ENG 0313 • Technical Writing***Spring • 3 Credit Hours*

An advanced course focused on the practical demands of on-the-job writing, designed primarily for upper-level students preparing for careers in science, technology or social science. Prerequisite: ENG 102 or ENG 111.

**ENG 0315 • Advanced Essay Writing***Spring • 3 Credit Hours*

An advanced course in the principles of prose style, focusing on the academic essay. Recommended for all students, especially those entering the professions or aspiring to become writers. Prerequisite: ENG 102 or ENG 111.

**ENG 0316 • Creative Writing: Poetry***Spring (Odd) • 3 Credit Hours*

An advanced course in the writing of poetry, including analysis and emulation of professional models and workshop editing of original student writings. Prerequisite: ENG 102 or ENG 111 and ENG 216 or permission of instructor.

## **COURSE DESCRIPTIONS: ENGLISH (CONTINUED)**

### **ENG 0317 • Creative Writing: Fiction**

**Spring (Even) • 3 Credit Hours**

An advanced course in the writing of fiction, including analysis and emulation of professional models and workshop editing of original student writings. Prerequisite: ENG 102 or ENG 111 and ENG 216 or permission of instructor.

### **ENG 0319 • Teaching Writing in the Middle and Secondary School**

**Fall • 3 Credit Hours**

For prospective teachers of English. Composition theory and pedagogy. Prerequisite: ENG 102 or ENG 111.

### **ENG 0325 • Children's Literature**

**Fall & Spring • 3 Credit Hours**

A reading, lecture and observation course for elementary education students, including evaluation of children's literature, its historical development and its uses in the elementary school. Does not satisfy Area F General Education requirements. Does not satisfy English BA and secondary English BSE requirements. Prerequisite: ENG 102 or ENG 111.

### **ENG 0330 • Young Adult Literature**

**Spring • 3 Credit Hours**

An extensive reading course for English education majors including evaluation of literature for young adults, some methodology for classroom use and a major unit on minority literature. Does not satisfy Area F General Education requirement. Prerequisite: ENG 102 or ENG 111.

### **ENG 0333 • Literary Paris**

**Demand • 3 Credit Hours**

An examination of the historic role of Paris in literary production and of the literature produced in this city. Emphasis will be placed upon the city as a locus for the literary productions that shape American, British and World literatures. Coursework will include a practical orientation to the city, an introduction to French culture and an in-depth examination of some of those authors whose work was shaped by Parisian experiences. The course includes a mandatory trip to Paris. Enrollment by permission of instructor. Prerequisite: ENG 102 or ENG 111. Co-requisite: FREN 100 or previous French language experience as determined by the instructor.

### **ENG 0361 • Studies in World Literature**

**Fall & Spring • 3 Credit Hours**

A course enabling concentrated study of carefully focused topics in world literature through critical reading and discussion of, and writing about, a range of world literary texts, primarily texts in translation. Content of any particular course offering to be determined by instructors' proposals, subject to review by the departmental World Literature Committee and approval by the departmental Curriculum Committee. May be retaken as different topics for a maximum of 12 credit hours. Prerequisites: ENG 102 or 111 and at least one of the following: ENG 202, 250, 261, 262, 271, 272, 281, 282, or 305.

### **ENG 0371 • Studies in British Literature**

**Fall & Spring • 3 Credit Hours**

A course enabling concentrated study of carefully focused topics in British literature through critical reading and discussion of, and writing about, a range of British literary texts. Content of any particular course offering to be determined by instructors' proposals, subject to review by the departmental British Literature Committee and approval by the departmental Curriculum Committee. May be retaken as different topics for a maximum of 12 credit hours. Prerequisites: ENG 102 or 111 and at least one of the following: ENG 202, 250, 261, 262, 271, 272, 281, 282, or 305.

### **ENG 0381 • Studies in American Literature**

**Fall & Spring • 3 Credit Hours**

A course enabling concentrated study of carefully focused topics in American literature through critical reading and discussion of, and writing about, a range of American literary texts. Content of any particular course offering to be determined by instructors' proposals, subject to review by the departmental American Literature Committee and approval by the departmental Curriculum Committee. May be retaken as different topics for a maximum of 12 credit hours. Prerequisites: ENG 102 or 111 and at least one of the following: ENG 202, 250, 261, 262, 271, 272, 281, 282, or 305.

### **ENG 0400 • History of the English Language**

**Spring • 3 Credit Hours**

A study of the ancestors of Modern English and the effect of other languages, peoples and cultures upon the development of English. Phonology, morphology, syntax and usage of the language throughout its history. Prerequisite: ENG 102 or ENG 111.

### **ENG 0450 • Shakespeare**

**Fall • 3 Credit Hours**

A study of selected comedies, histories, tragedies, romances and poems. Prerequisite: ENG 102 or ENG 111.

### **ENG 0480 • Literary Theory and Criticism**

**Spring (Odd) • 3 Credit Hours**

A study of major schools of criticism and the major representatives of each school. Prerequisite: ENG 102 or ENG 111.

### **ENG 0491 • Internship in English**

**Fall, Spring & Summer • 1-8 Credit Hours**

Practical experience using writing skills in a professional environment. All internships must conform with MSSU institutional policy regarding the number of hours work per credit and contractual agreements with cooperating facility. 3-hour internships may be repeated. Prerequisites: ENG 102 or ENG 111; advanced standing with a GPA of 3.0 and approval of a departmental committee.

### **ENG 0495 • Senior Seminar**

**Fall • 3 Credit Hours**

Intensive study of one or more literary authors, genres and/or historical periods, culminating in a substantial research paper. Topic open. Prerequisite: ENG 102 or 111; and ENG 202. Required of senior English Literary Studies majors or an option for others by permission of department head.

### **ENG 0498 • Advanced Topics in English**

**Demand • 1-3 Credit Hours**

For advanced English majors or by permission of department head. Topic open. Prerequisite: ENG 102 or ENG 111.

### **ENG 0499 • Independent Study**

**Demand • 1-3 Credit Hours**

Individually directed study in selected areas for advanced English majors. Prerequisite: ENG 102 or ENG 111; and a GPA of 3.0 in English. Enrollment must be approved by advisor, department head and school dean.

## ENVIRONMENTAL HEALTH AND SAFETY

### FACULTY:

**Fletcher - Director, Kennedy**  
**Reynolds Hall 313A • 417.625.9765**

### Mission

Our Mission is to provide students the knowledge, skills and credentials necessary to work as an environmental health and safety professional or to continue in environmental health and safety graduate studies. Environmental Health is the science of preventing physical, chemical or biological hazards from adversely impacting human health or the ecological balances that sustain our environment. Safety is the control of hazards to an acceptable level. Career opportunities include professional positions with public health departments, environmental protection agencies, environmental consultants and occupational health and safety divisions of industry.

The BS degree program is fully accredited by the National Environmental Health Science and Protection Accreditation Council (aka EHAC). We provide the option of either an on campus track or a distance learning track to obtain the BS degree in Environmental Health and Safety (EHS). Major codes are EH02 on campus track or EH04 distance track. Minor and certificate options are also available.

### Certificate in Environmental Health and Safety General Emphasis

Certificate Code.....EH84

<b>Required Courses</b> .....	<b>13-16</b>
CIS 105 Intro to Microcomputer Use*	3
EH 101 or BIO 101 or BIO 110 or BIO 121.....	4
ENG 101 College Composition I.....	3
ENG 102 College Composition II.....	3
EH 370 Environmental Health & Safety.....	3
<b>Environmental Health Electives</b> .....	<b>15</b>
Any Environmental Health courses (except EH101, 379, 491, 499)	
<b>Total Hours</b> .....	<b>28-31</b>

A Chemistry course is recommended.

\* Or Proof of proficiency in computer usage of Microsoft Word, Excel, and PowerPoint.

### Certificate in Environmental Health and Safety Environmental Biology Emphasis

Certificate Code.....EH85

<b>Required Courses</b> .....	<b>21-24</b>
CIS 105 Intro to Microcomputer Use*	3
EH 101 or BIO 101 or BIO 110 or BIO 121.....	4
ENG 101 College Composition I.....	3
ENG 102 College Composition II.....	3
EH 312 Environmental Biology.....	4
EH 370 Environmental Health & Safety.....	3
EH 375 Disease Vector Control.....	1
EH 380 Epidemiology.....	3
<b>Environmental Health Electives</b> .....	<b>7</b>
Any Environmental Health courses (except EH101, 379, 491, 499)	
<b>Total Hours</b> .....	<b>28-31</b>

A Chemistry course is recommended.

\* Or Proof of proficiency in computer usage of Microsoft Word, Excel, and PowerPoint.

### Certificate in Environmental Health and Safety Health Protection Emphasis

Certificate Code.....EH86

<b>Required Courses</b> .....	<b>21-24</b>
CIS 105 Intro to Microcomputer Use*	3
EH 101 or BIO 101 or BIO 110 or BIO 121.....	4
ENG 101 College Composition I.....	3
ENG 102 College Composition II.....	3
EH 370 Environmental Health & Safety.....	3
EH 375 Disease Vector Control.....	1
EH 380 Epidemiology.....	3
EH 382 Epidemiological Statistics.....	1
AND	
EH 377 Food Safety	
OR	
EH 378 Occupational Health & Safety.....	3
<b>Environmental Health Electives</b> .....	<b>7</b>
Any Environmental Health courses (except EH101, 379, 491, 499)	
<b>Total Hours</b> .....	<b>28-31</b>

A Chemistry course is recommended.

\* Or Proof of proficiency in computer usage of Microsoft Word, Excel, and PowerPoint.

### Certificate in Environmental Health and Safety Safety and Hazard Prevention Emphasis

Certificate Code.....EH87

CIS 105 Intro to Microcomputer Use*	3
EH 101 or BIO 101 or BIO 110 or BIO 121.....	4
ENG 101 College Composition I.....	3
ENG 102 College Composition II.....	3
EH 370 Environmental Health & Safety.....	3
EH 373 Solid & Hazardous Waste Management.....	3
EH 378 Occupational Health & Safety.....	3
EH 410 Hazardous Incident Management.....	1
EH 411 Hazardous Material Safety.....	2
EH 481 Risk Management.....	3
AND	
EH 371 Environmental Toxicology	
OR	
EH 372 Environmental Regulations	
OR	
EH 374 Air Quality Management.....	3
<b>Total Hours</b> .....	<b>28-31</b>

A Chemistry course is recommended.

\* Or proof of proficiency in computer usage of Microsoft Word, Excel, and PowerPoint.

**For Environmental Health & Safety Program  
Accreditation Information Contact:  
The National Environmental Health Science  
& Protection Accreditation Council (EHAC)**

**PO Box 66057 • Burien, WA 98166**

**206.522.5272 • Fax: 206.985.9805**

**ehacinfo@aehap.org**

**Bachelor of Science.....Major Code EH02 or EH04 (Distance Learning Track)****Environmental Health and Safety Major****Total minimum credit hours** .....124

The following four (4) requirements (General Education, EHAC Basic Science & Math, EHS Semester Block Courses, and Electives must be met for either the on campus track or the distance learning track to earn the BS degree in EHS:

**1) General Education Requirements (GER) of MSSU must be met for either track:**

On campus students, total GER hours: ..... 47

On campus GER, not including the 12 hours of the basic science &amp; math courses ..... 35

Distance students must earn the equivalent of MSSU on campus GER courses. Most GER courses are available from MSSU by distance learning with the exception of chemistry or physics

**2) EHAC Basic Science & Math Requirements must be met for either track, the minimum hours include:**

- Biology with laboratory - at least 3 semester hours, 5 quarter hours.
- Microbiology with laboratory at least 3 semester hours, 5 quarter hours
- General Chemistry with laboratories – at least a total of 6 semester hours or 10 quarter hours
- Organic Chemistry with laboratory – at least a total of 3 semester hours or 5 quarter hours.
- Physics – at least 3 semester hours or 5 quarter hours.
- Additional Basic Science – (at least 6 semester hours or 10 quarter hours), basic sciences must total at least 24 hours
- College Algebra (at least 3 hours or 5 quarter hours) or higher level

This list of basic science and math courses is subject to periodic change by EHAC. The EHAC requirements may all be met with lower division courses.

**EHAC Basic Science & Math for the on campus student may be met by, hours:** .....34-35

BIO/EH 101	General Biology.....	4
	OR	
BIO 110	Principles of Biology 1 .....	4
	OR	
BIO 121	Human Anatomy & Physiology 1 .....	4
BIO 231	General & Medical Microbiology .....	5
CHEM 151	General Chemistry 1 .....	5
CHEM 152	General Chemistry 2 .....	5
CHEM 301	Organic Chemistry 1 .....	5
	OR	
CHEM 310	Environmental Organic Chemistry .....	5
PHYS 150	Environmental Physics.....	5
	OR	
PHYS 151	Elementary College Physics 1 .....	5
MATH 140	College Algebra AND Trigonometry .....	5
	OR	
MATH 130	College Algebra AND MATH 135 Trigonometry* .....	6

**EHAC Basic Science & Math for the distance student may be met by, minimum hours:** .....24+

EHAC required science and math courses may be taken at a nearby college / university campus or by distance learning. The student should email the MSSU EHS Director prior to enrollment to determine if the course meets EHAC requirements. MSSU currently offers the following basic science and math courses by distance learning: Bio/EH 101 General Biology, Math 130 College Algebra and Math 135 Trigonometry.

**3) Environmental Health & Safety Semester Block Course Requirements are met by either on campus or distance track hours:** .....45

On Campus Track, hours: ..... 45

**EH Semester Block 1 (Fall Even)** ..... 10 cr. hrs. total

EH 376 Water Quality Management..... 3

EH 373 Solid &amp; Hazardous Waste Mgmt..... 3

EH 374 Industrial Hygiene Sampling &amp; Management ..... 3

EH 375 Disease Vector Control..... 1

**EH Semester Block 2 (Spring Odd)**..... 11 cr. hours total

EH 410 Hazardous Incident Management..... 1

EH 370 Environmental Health &amp; Safety..... 3

EH 481 Environmental Risk and Safety Management ..... 3

EH 379 Career Planning for EHS ..... 1

EH 380 Epidemiology..... 3

**EH Semester Block 3 (Fall Odd)**..... 12 cr. hours total

EH 378 Occupational Health &amp; Safety..... 3

EH 411 Hazardous Material Safety ..... 2

EH 377 Food Safety ..... 3

EH 311 Soil Morphology &amp; Sewage Systems..... 3

EH 382 Epidemiological Statistics..... 1

**EH Semester Block 4 (Spring Even)** ..... 10 cr. hrs. total

EH 371 Environmental Toxicology..... 3

EH 372 Environmental Regulations..... 3

EH 312 Environmental Biology..... 4

**EH 491 Environmental Health Internship, any semester** ..... 2**Distance Track, hours:** ..... 45**EH Semester Block 1 (Fall, Even)** ..... 12 cr. hrs. total

EH 370 Environmental Health &amp; Safety\*\* ..... 3

EH 377 Food Safety ..... 3

EH 378 Occupational Health &amp; Safety..... 3

EH 380 Epidemiology\*\* ..... 3

**EH Semester Block 2 (Spring, Odd)**..... 11 cr. hrs. total

EH 371 Environmental Toxicology..... 3

EH 373 Solid &amp; Hazardous Waste Management..... 3

EH 375 Disease Vector Control..... 1

EH 376 Water Quality Management ..... 3

EH 382 Epidemiology Statistics..... 1

**EH Semester Block 3 (Fall, Odd)**..... 10 cr. hours total

EH 312 Environmental Biology\*\*\* ..... 4

EH 372 Environmental Regulations..... 3

EH 374 Industrial Hygiene Sampling &amp; Management ..... 3

**EH Semester Block 4 (Spring, Even)** ..... 10 cr. hours total

EH 311 Soil Morphology &amp; Sewage Systems ..... 3

EH 481 Environmental Risk and Safety Management ..... 3

EH 411 Hazardous Material Safety ..... 2

EH 410 Hazardous Incident Management..... 1

EH 379 Career Planning for EHS ..... 1

**EH 491 Environmental Health Internship, any semester** ..... 2**4) Elective Courses (additional hours to attain the total of 124 credit hours for the degree)**

Elective courses should complement the needs of an EHS professional or graduate school. See your EHS advisor for suggestions on elective courses.

**On Campus student elective hours** .....9-10

Distance student elective hours will vary depending upon the number of hours needed to obtain the GER and EHAC basic science & math requirements.

\*Required to get into MSSU CHEM 151 & PHYS 150 or 151. \*\*EH 370 and EH 380 are taught each fall and spring semester, either on campus and/or by distance \*\*\*EH 312 and EH 370 are taught each summer semester by distance

### Minor in Environmental Health and Safety General Emphasis (Non-EHS Majors)

Minor Code.....EH80

<b>Required Courses</b> .....	3
EH 370 Environmental Health & Safety .....	3
<b>Environmental Health Electives</b> .....	15
Any Environmental Health courses (EXCEPT EH 101, 379, 491 & 499)	
<b>Total Hours</b> .....	18

### Minor in Environmental Health and Safety Environmental Biology Emphasis (Non-EHS Majors)

Minor Code.....EH81

<b>Required Courses</b> .....	11
EH 312 Environmental Biology .....	4
EH 370 Environmental Health & Safety .....	3
EH 375 Disease Vector Control .....	1
EH 380 Epidemiology .....	3
<b>Environmental Health Electives</b> .....	7
Any Environmental Health courses (EXCEPT EH 101, 379, 491 & 499)	
<b>Total Hours</b> .....	18

### Minor in Environmental Health and Safety Health Protection Emphasis (Non-EHS Majors)

Minor Code.....EH82

<b>Required Courses</b> .....	11
EH 370 Environmental Health & Safety .....	3
EH 375 Disease Vector Control .....	1
EH 380 Epidemiology .....	3
EH 382 Epidemiological Statistics.....	1
AND	
EH 377 Food Safety .....	
OR	
EH 378 Occupational Health & Safety .....	3
<b>Environmental Health Electives</b> .....	7
Any Environmental Health courses (EXCEPT EH 101, 379, 491 & 499)	
<b>Total Hours</b> .....	18

### Minor in Environmental Health and Safety Safety and Hazard Prevention Emphasis (Non-EHS Majors)

Minor Code.....EH83

<b>Required Courses</b> .....	15
EH 370 Environmental Health & Safety .....	3
EH 373 Solid & Hazardous Waste Management .....	3
EH 378 Occupational Health & Safety .....	3
EH 410 Hazardous Incident Management. ....	1
EH 411 Hazardous Material Safety. ....	2
EH 481 Risk Management .....	3
AND	
EH 371 Environmental Toxicology .....	
OR	
EH 372 Environmental Regulations .....	
OR	
EH 374 Air Quality Management.....	3
<b>Total Hours</b> .....	18

## COURSE DESCRIPTIONS: ENVIRONMENTAL HEALTH & SAFETY

**F = Fall, S = Spring, Su = Summer, E = Even Year,  
O = Odd Year, OC = On Campus, DL = Distance Learning**

### EH 0101 • General Biology

**Fall & Spring • 4 Credit Hours**

A survey of general biological principles that emphasize concepts relevant to the student. Special topics may be used to illustrate course content. Three one-hour lectures, one two-hour laboratory per week. Fulfills General Education requirements for Area D. Does not fulfill biology major requirements. Cross listed as BIO 101 when taught with environmental health emphasis. BIO 101 or EH 101 fulfills the environmental health major general biology requirement. Cross listed as BIO 101.

### EH 0298 • Topics in Environmental Health & Safety

**Demand • 1-5 Credit Hours**

Designed to give instruction in some discipline of environment health not covered in other courses. Prerequisites to be determined by the department.

### EH 0300 • Environmental Geology

**Spring (O) • 3 Credit Hours**

An introduction to our relationship to the earth's environment. The limitations of natural resources and discussion of consequences of the exploitation of natural resources are considered along with the demands of humanity upon the environment. Overview of natural environmental hazards, including volcanoes, earthquakes, subsidence landslides, floods and asteroid impacts. Prerequisite: Five credit hours in physical science, physics and/or chemistry. Cross-listed as GEOL 300.

### EH 0304 • Introduction to Geographic Information Systems

**Fall (O) • 3 Credit Hours**

Geographic Information Systems, GIS, involves the study of spatial (geographic) location of features on the Earth's surface and the relationships between them. The goal of this course is to introduce students to the principles of cartography and GIS as they are used to analyze spatial aspects of society and the human and physical environments. Particular attention will be focused on ecology, environmental health, and related fields. Prerequisites: GEOG 101 or GEOG 211 and completion of D1 and D2 area of General Education Requirements. Cross-listed as BIO 304 and GEOG 304.

### EH 0311 • Soil Morphology and Sewage Systems

**Fall (O) OC, Spring (E) DL • 3 Credit Hours**

Concepts, methods, and practices useful to the environmental health professional for soil morphology and site assessment leading to the proper design of residential sewage treatment systems. Two hours of lecture and two hours of field and/or laboratory activities are required per week. Prerequisite: BIO/EH 101 or BIO 105 or BIO 110 or BIO 121. A chemistry course is recommended.

### EH 0312 • Environmental Biology

**Spring (E) OC & Fall (O) DL • 4 Credit Hours**

Environmental factors and their interactions with living organisms. Emphasis on human ecology and wise natural resource utilization. Three lectures, one two hour lab per week. Prerequisites: BIO 101 or 105 or 112 or 121 or 122 or EH 101. Cross-listed as BIO 312.

**MSSU Environmental Health & Safety Faculty  
contacts for the Environmental Health & Safety Degree:**

**Dr. Mike Fletcher, Program Director**

**417.625.9765 • fletcher-m@mssu.edu**

**Michael Kennedy**

**417.625.9857 • kennedy-m@mssu.edu**

## **COURSE DESCRIPTIONS: ENVIRONMENTAL HEALTH & SAFETY (CONTINUED)**

### **EH 0352 • International Environmental Health**

**Demand • 3 Credit Hours**

An in-depth study of environmental health issues in countries other than the United States of America. The approach of this course is to select a country to be studied and review the pertinent environmental health issues. Environmental health issues common to many countries, as well as issues that are unique to the selected country will be studied. The environmental health issues of the selected country will be studied in class and followed up with an extended field trip usually lasting about two weeks. Prerequisites: EH 312. Priority given to EH majors.

### **EH 0370 • Environmental Health and Safety**

**Fall, Spring & Summer • 3 Credit Hours**

A survey of environmental health and safety issues, problems and protection measures, including public health disease prevention, injury prevention and environmental health hazard mitigation. Three lectures per week. Prerequisite: BIO/EH 101 or BIO 105 or BIO 110 or BIO 121. A chemistry course is recommended. Cross-listed as BIO 370 and HS 370.

### **EH 0371 • Environmental Toxicology**

**Spring (E) OC, Spring (O) DL • 3 Credit Hours**

This course is an introduction to natural and manmade toxicants and their effects on public health and the environment. Toxicological effects ranging from the molecular level to the ecological level will be discussed. Three lectures per week. Prerequisite: BIO/EH 101 or BIO 105 or BIO 110 or BIO 121. A chemistry course is recommended.

### **EH 0372 • Environmental Regulations**

**Spring (E) OC, Fall (O) DL • 3 Credit Hours**

A study of the regulations needed by environmental health professionals that work in the fields of environmental protection, environmental compliance or public health and safety. Three hours of lecture per week. Prerequisite: BIO 101 or BIO 105 or BIO 110 or BIO 121 or CHEM 151.

### **EH 0373 • Solid and Hazardous Waste Management**

**Fall (E) OC, Spring (O) DL • 3 Credit Hours**

Introduction to the problems and potential solutions related to the generation, disposal, recycling, reuse, and prevention of solid and hazardous wastes. Emphasis will be on solid and hazardous waste management for a sustainable society. Prerequisite: BIO/EH 101 or BIO 105 or BIO 110 or BIO 121. A chemistry course is recommended.

### **EH 0374 • Industrial Hygiene Sampling and Management**

**Fall (E) OC, Fall (O) DL • 3 Credit Hours**

Air sampling strategy, air sampling techniques, air quality assessment and management for environmental and occupational health. Includes instrument calibration and air quality monitoring to assess exposures from chemical, physical, radiological and biological hazards. Three hours of lecture per week. Prerequisite: BIO/EH 101 or BIO 105 or BIO 110 or BIO 121. A chemistry course is recommended.

### **EH 0375 • Disease Vector Control**

**Fall (E) OC, Spring (O) DL • 1 Credit Hour**

Identification and control of organisms that serve as reservoirs and vectors of diseases to humans. One hour of lecture per week. Prerequisite: BIO/EH 101 or BIO 105 or BIO 110 or BIO 121. A chemistry course is recommended. Cross listed as BIO 375.

### **EH 0376 • Water Quality Management**

**Fall (E) OC, Spring (O) DL • 3 Credit Hours**

Concepts, methods and practices for water quality management, water treatment, wastewater treatment, storm-water management, recreational water management and remediation of groundwater for the protection of the environment and public health. Two hours of lecture and 2 hours of lab/field work per week. Prerequisite: BIO/EH 101 or BIO 105 or BIO 110 or BIO 121. A chemistry course is recommended.

### **EH 0377 • Food Safety**

**Fall (O) OC, Fall (E) DL • 3 Credit Hours**

The concepts, methods, practices, and regulations that help ensure a safe food supply. This information is useful for the environmental health professional working as a health agency regulator or as a quality control agent in the food industry. Two hrs. of lecture, two hrs. of lab/field work per week. Prerequisites: BIO/EH 101 or BIO 105 or BIO 110 or BIO 121. A chemistry course is recommended.

### **EH 0378 • Occupational Health and Safety**

**Fall (O) OC, Fall (E) DL • 3 Credit Hours**

An introduction to the concepts, principles, and methods generally employed by industrial health and safety officers in the performance of their duties. This course is intended to provide students the classroom background to begin preparation for professional certification in safety. Three lectures per week. Prerequisite: BIO/EH 101 or BIO 105 or BIO 110 or BIO 121. A chemistry course is recommended.

### **EH 0379 • Career Planning for Environmental Health & Safety**

**Spring (O) OC, Spring (E) DL • 1 Credit Hour**

A survey of the various professions, certifications and organizations associated with the field of environmental health and safety. The student will plan for a successful internship and career as an environmental health and safety professional. One lecture per week. Prerequisites: EH 370 and Environmental Health major.

### **EH 0380 • Epidemiology**

**Fall & Spring • 3 Credit Hours**

Introduction to the concepts, principles and methods generally useful in the surveillance and investigation of communicable disease outbreaks. Three hours of lecture per week. Prerequisites: BIO 101 or 105 or 110 or 121. Cross-listed as BIO 380 and HS 380.

### **EH 0382 • Epidemiological Statistics**

**Fall (O) OC, Spring (O) DL • 1 Credit Hour**

The continuation of EH/BIO 380 Epidemiology by the further introduction of statistical methods that are useful in the analysis of disease outbreak or injury data. One hour of lecture per week. Prerequisite: BIO/EH/HS 380 or concurrent enrollment.

### **EH 0404 • Applications in Geographic Information Systems**

**Spring • 3 Credit Hours**

The goal of this course is to allow students to apply skills in spatial analysis to an advanced research problem in the social or physical sciences. Students will engage in all aspects of a GIS project. Skills learned will range from GIS project design and data collection to the production of a written deliverable, complete with a series of digital maps. Particular attention will be focused on advanced applications in ecology, environmental health, and related fields. Prerequisites: GEOG 304 or instructor approval. Cross-listed as BIO 404 and GEOG 404.

### **EH 0410 • Hazardous Incident Management**

**Spring (O) OC, Spring (E) DL • 1 Credit Hour**

Knowledge will be gained regarding the identification of, preparation for, and response to environmental health emergency situations. Emergency situations discussed will include environmental contamination by hazardous materials, hazardous waste, chemical incidents, radiological emergencies, and bioterrorism. Environmental health emergency management systems will be covered. Prerequisite: BIO/EH 101 or BIO 105 or BIO 110 or BIO 121. A chemistry course is recommended.

**EH 0411 • Hazardous Material Safety****Fall (O) OC, Spring (E) DL • 2 Credit Hours**

This course provides information regarding the identification of hazardous materials and their potential impact on human health, safety and the environment. The material in this course will enable managing hazardous materials in ways to provide worker safety, protect health and protect the environment. Prerequisite: BIO/EH 101 or BIO 110 or BIO 121 or BIO 105. A chemistry course is recommended.

**EH 0480 • Environmental Epidemiology****Demand • 3 Credit Hours**

The study of the distribution and determinants of health-related states or events in specified populations that are influenced by physical, biological, chemical, and psychosocial factors in the environment. Both communicable and non-communicable diseases associated with environmental factors will be studied. Prerequisite: BIO/EH 101 or BIO 105 or BIO 110 or BIO 121. A chemistry course and EH 380 are recommended.

**EH 0481 • Environmental Risk and Safety Management****Spring (O) OC, Spring (E) DL • 3 Credit Hours**

The concepts, principles, methods, and techniques useful to the environmental health professional in risk assessment, risk management, and risk communications for the protection of the environment, the public safety, and the public health. Three hours of class per week. Prerequisite: BIO/EH 101 or BIO 105 or BIO 110 or BIO 121. A chemistry course is recommended.

**EH 0491 • Internship in Environmental Health & Safety****Fall, Spring or Summer • 1-6 Credit Hours**

Experience in actual observation and work at facilities where environmental health and safety is a viable concern. A proposal between the student and the cooperating facility must be submitted for approval to the EHS program director, the department head and the dean is required. A minimum of 2 credit hours (180 work hours) is required prior to graduation. Prerequisite: Student must be an Environmental Health major with 12 hours of Environmental Health courses.

**EH 0498 • Special Topics in Environmental Health & Safety****Demand • 1-5 Credit Hours**

Designed to give instruction in some discipline of environment health not covered in other courses. For upper division majors. Prerequisites to be determined by department.

**EH 0499 • Independent Study in Environmental Health and Safety****Demand • 1-6 Credit Hours**

Under faculty supervision, the student will perform in-depth research and report on a specific topic from the field of environmental health and safety that has not been covered sufficiently in a current course. Prerequisites: Environmental Health major and 12 hours in EH or permission.

**FOREIGN LANGUAGES****FACULTY:**

**Hou - Chair, Galve-Rivera,  
Kilpatrick, Liso, Smith, Talavera-Ibarra and Turman  
Webster Hall • 417.625.3125**

**Mission**

The department aims to develop the language proficiency and cultural competency of students in foreign languages through quality teaching and learning. By delivering instruction in foreign languages, the department educates students to gain an insight into their own culture and language and to enhance their vision of the world. The department enables students to acquire communication and critical thinking skills in foreign languages and to become life-long learners who engage in the multiple ways of viewing and interacting with the world at home and abroad.

The Department of Foreign Languages offers the Bachelor of Arts degree with majors in French and Spanish. Minors in Chinese, French, Japanese, and Spanish are available. A Certificate in Medical Interpretation (Spanish/English) is another option available to prospective students. The Department also offers the Bachelor of Science in Education degree in French and Spanish, with the chosen language as a single teaching field or as one of two teaching fields.

For the Bachelor of Arts and for the Bachelor of Sciences in Education degrees, there is an immersion experience requirement. Opportunities for such programs exist through University-sponsored programs, through the University's membership in the International Student Exchange Program (ISEP) and through internships. The faculty provides close guidance to students in planning such experiences. Through the Institute of International Studies, students may be eligible for grants and/or scholarships to assist in financing these experiences.

Immersion programs are open to all students, regardless of major and are also available in Chinese and Japanese. All language majors must demonstrate oral cultural and written proficiency. Students with previous foreign language experience should consult the Department of Foreign Languages for current policies on placement in the proper course for the respective language. Students with no prior experience in a foreign language should enroll in a 101 course.

**Bachelor of Arts ..... Major Code FLO2****Spanish Major****General Education Requirements (p. 45) 46-47\*..... 43-44****Computer Literacy Requirement (select one)..... 3**

CIS 105 Introduction to Microcomputer Use

MGMT 237 Using Information Systems

**Spanish Requirements..... 33**

SPAN 102, 203, 204\*\* ..... 9

SPAN 300 Spanish Composition &amp; Syntax ..... 3

**Spanish Culture (Select one)**

SPAN 306 Introduction to Spanish Civilization ..... 3

SPAN 307 Introduction to Latin American Civilization ..... 3

**Oral Proficiency (Select one)**

SPAN 310 Conversation I ..... 3

SPAN 410 Conversation II ..... 3

**Spanish Literature (select one)\*\*\***

SPAN 326 Peninsular Literature from El Cid to the Present ..... 3

SPAN 336 Survey of Spanish American Literature ..... 3

Spanish electives chosen with approval of

Spanish advisor at the 300 level or above ..... 12

**Additional Requirements\*\*\*\*****1. Proficiency examinations (See below)****2. Immersion Experience (See below)****Electives ..... 44-45****Total Hours..... 124\*\*\*\*\***

\*Three hours of foreign language fulfill Area I requirement of GER.

\*\*SPAN 102, 203, 204 count toward the 12-hour foreign language requirement for the BA degree.

\*\*\*These courses in Spanish must be at the 300-400 level and must be chosen in consultation with the student's advisor.

\*\*\*\*Additional requirements for the Spanish major are:

1. Successful completion of proficiency tests. Guidelines are available in the Department of Foreign Languages. These guidelines indicate the general areas covered by the proficiency tests and the dates on which tests are scheduled for the academic year. Students will normally take the tests for diagnostic purposes during the second semester of the junior year and may repeat the tests during their senior year.

2. A period of at least one month of residency in a Spanish-speaking country or in a Spanish immersion program. Students may participate in a university-sponsored short-term program, an ISEP semester or year abroad, a program of another accredited college, an internship or another approved activity. All language students are urged to work closely with the Institute of International Studies to explore available programs and financial resources. Students with special circumstances may petition to have an alternative immersion experience approved for this requirement. Credit earned may be applied to the major or may count as general electives.

\*\*\*\*\*Must include 40 upper-division hours.

**Bachelor of Arts ..... Major Code FLOO****French Major****General Education Requirements (p. 45) 46-47\*..... 43-44****Computer Literacy Requirement (select one)..... 3**

CIS 105 Introduction to Microcomputer Use

MGMT 237 Using Information Systems

**French Requirements..... 33**

FREN 101, 102, 203, 204\*\*..... 12

Language courses (300 or above)\*\*\*..... 6

Culture courses (300 or above)\*\*\*..... 6

Literature courses (300 or above)\*\*\*..... 6

Electives (300 or above)\*\*\*..... 3

Additional Requirements\*\*\*\*

1. Proficiency examinations (See below)

2. Immersion Experience (See below)

Electives.....44-45

**Total Hours.....124\*\*\*\*\***

\*Three hours of foreign language fulfill Area I requirement of GER.

\*\*FREN 101, 102, 203, 204 fulfill the 12-hour foreign language requirement for the BA degree.

\*\*\*These courses in French must be at the 300-400 level and must be chosen in consultation with the student's advisor.

\*\*\*\*Additional requirements for the French major are:

1. Successful completion of proficiency tests. Guidelines are available in the Department of Foreign Languages. These guidelines indicate the general areas covered by the proficiency tests and the dates on which tests are scheduled for the academic year. Students will normally take the tests for diagnostic purposes during the second semester of the junior year and may repeat the tests during their senior year.

2. A period of at least one month of residency in a French-speaking country or in a French immersion program. Students may participate in a university-sponsored short-term program, an ISEP semester or year abroad, a program of another accredited college, an internship or another approved activity. All language students are urged to work closely with the Institute of International Studies to explore available programs and financial resources. Students with special circumstances may petition to have an alternative immersion experience approved for this requirement. Credit earned may be applied to the major or may count as general electives.

\*\*\*\*\*Must include 40 upper-division hours.

**Bachelor of Science in Education ..... Major Code ES13****French Major - Grades K-12 Certification (Single Field)****General Education Requirements (p. 45) 46-47\*..... 43-44****Computer Literacy Requirement:**

EDUC 301 Technology in Education..... 3

**French Requirements..... 33**

FREN 101, 102, 203, 204..... 12

Students will select at least 24 hours at the 300-400

level according to the following distribution:

Language courses (300 or above)\*\*..... 6

Culture courses (300 or above)\*\*..... 6

Literature courses (300 or above)\*\*..... 6

Electives (300 or above)\*\*..... 3

Additional Requirements\*\*\*\*

1. Proficiency examinations (See below)

2. Immersion Experience (See below)

Education Certification Requirements (p. 180) 42-43\*\*\*\*..... 39-40

Electives.....4-6

**Total Hours.....124\*\*\*\*\***

\*Three hours of foreign language fulfill Area I requirement of GER.

\*\*These courses in French must be at the 300-400 level and must be chosen in consultation with the student's advisor.

\*\*\*Additional requirements for the French major are:

1. Successful completion of proficiency tests. Guidelines are available in the Department of Foreign Languages. These guidelines indicate the general areas covered by the proficiency tests and the dates on which tests are scheduled for the academic year. Students will normally take the tests for diagnostic purposes during the second semester of the junior year and may repeat the tests during their senior year.

2. A period of at least one month of residency in a French-speaking country or in a French immersion program. Students may participate in a university-sponsored short-term program, an ISEP semester or year abroad, a program of another accredited college, an internship or other approved activity. All language students are urged to work closely with the Institute of International Studies to explore available programs and financial resources. Students with special circumstances may petition to have an alternative immersion experience approved for this requirement. Credit earned may be applied to the major field.

\*\*\*\*Required course in computer literacy, EDUC 301, satisfies the requirement for three hours.

\*\*\*\*\*Must include 40 upper-division hours.

**Certificate in Medical Interpretation • (Spanish/English)**

The certificate requires the student to complete two courses in any order (Spanish 360: Introduction to Medical Interpretation, SPAN 430: Protocol and Procedures of Medical Interpretation or SPAN 440: Translation English/Spanish) in addition to a minimum of 120 hours of internship (an equivalent of 3 credit hours in SPAN 491). The student needs to have the required proficiency level (Intermediate High) defined by the American Council on the Teaching of Foreign Languages (ACTFL) on the Oral Proficiency Interview (OPI) for both Spanish and English and have three writing intensive classes (ENG 101, ENG 102 and SPAN 300 or equivalent) prior to entry into the program.

**Minor in Chinese Minor Code.....FL80**

A minor in Chinese requires 18 hours of courses in Chinese of which six must be Upper Division.

**Minor in French Minor Code.....FL81**

A minor in French requires 18 hours of courses in French of which six must be Upper Division.

**Minor in Japanese Minor Code.....FL83**

A minor in Japanese requires 18 hours of courses in Japanese of which six must be Upper Division.

**Minor in Spanish Minor Code.....FL85**

SPAN 102, 203 and 204\*\*..... 9

Electives (300 level or above)..... 9

**Total.....18****Bachelor of Science in Education ..... Major Code ES20****Spanish Major - Grades K-12 Certification (Single Field)****General Education Requirements (p. 45) 46-47\*..... 43-44****Computer Literacy Requirement:**

EDUC 301 Technology in Education..... 3

**Spanish Requirements..... 33**

SPAN 102, 203, 204..... 9

SPAN 300 Spanish Composition and Syntax..... 3

**Spanish Culture (Select one)**

SPAN 306 Introduction to Spanish Civilization..... 3

SPAN 307 Introduction to Latin American Civilization..... 3

**Oral Proficiency (Select one)**

SPAN 310 Conversation I..... 3

SPAN 410 Conversation II..... 3

**Spanish Literature (Select one)\*\*\***

SPAN 326 Peninsular Literature from El Cid to the Present..... 3

SPAN 336 Survey of Spanish American Literature..... 3

Spanish Electives chosen with approval of

Spanish advisor at the 300 level or above..... 12

Additional Requirements\*\*\*\*

1. Proficiency examinations (See below)

2. Immersion Experience (See below)

Education Certification Requirements (p. 180) 42-43\*\*\*\*..... 39-40

Electives.....4-6

**Total Hours.....124\*\*\*\*\***

\* Three hours of foreign language fulfill Area I requirement of GER.

\*\* A candidate for a degree under Plan B must meet with the Spanish faculty for three orientation sessions at the time of declaring a Spanish education major. These sessions will cover requirements of the program and a mentor will be assigned the student.

\*\*\* Or other approved literature courses.

\*\*\*\* Additional requirements for the Spanish major are:

1. Successful completion of proficiency tests. Guidelines are available in the Department of Foreign Languages. These guidelines indicate the general areas covered by the proficiency tests and the dates on which tests are scheduled for the academic year. Students will normally take the tests for diagnostic purposes during the second semester of the junior year and may repeat the tests during their senior year.

2. Participation in a study abroad experience in a Spanish-speaking country with the approval of the Spanish advisor. Students may participate in a university-sponsored short-term program, an ISEP semester or year abroad, a program of another accredited college or an internship. All language students are urged to work closely with the Institute of International Studies to explore available programs and financial resources. Students with special circumstances may petition to have an alternative immersion experience approved for this requirement. Credit earned may be applied to the major or may count as general electives.

\*\*\*\*\*Required course in computer literacy, EDUC 301, satisfies the requirement for three hours.

\*\*\*\*\*Must include 40 upper-division hours.

## ***COURSE DESCRIPTIONS:*** ***-- CHINESE --***

### **CHI 0101 • Beginning Chinese I (Mandarin)**

**Fall • 3 Credit Hours**

Pronunciation, grammar, elementary conversation, development of basic communicative skills. Prerequisite: None.

### **CHI 0102 • Beginning Chinese II (Mandarin)**

**Spring • 3 Credit Hours**

A continuation of CHI 101. Pronunciation, grammar, elementary conversation. Prerequisite: CHI 101 or equivalent level of proficiency.

### **CHI 0203 • Intermediate Chinese I (Mandarin)**

**Fall • 3 Credit Hours**

Systematic development of communicative skills in Chinese. Development of vocabulary. Drill in aural/oral skills. Prerequisite: CHI 102 or equivalent level of proficiency.

### **CHI 0204 • Intermediate Chinese II (Mandarin)**

**Spring • 3 Credit Hours**

A continuation of Chinese 203. Further systematic development of communicative skills in Chinese. Development of vocabulary. Drill in aural/oral skills. Prerequisite: CHI 203 or equivalent level of proficiency.

### **CHI 0298 • Topics in Chinese**

**Demand • 1-8 Credit Hours**

Topics not normally included in another course. Prerequisites are determined by the department and stipulated in the syllabus.

### **CHI 0305 • Readings & Conversation I**

**Demand • 3 Credit Hours**

Continued development of language skills in the target language via readings and conversation. The study of more complex patterns in communicative skills is emphasized. Prerequisite: CHI 204 or equivalent level of proficiency.

### **CHI 0306 • Readings & Conversations II**

**Demand • 3 Credit Hours**

Continuation of Chinese 305. Continued development of the four basic language skills in the target language via readings and conversation. The study of more complex patterns in communicative skills is emphasized. Prerequisite: CHI 305 or equivalent level of proficiency.

### **CHI 0498 • Advanced Topics in Chinese**

**Demand • 1-8 Credit Hours**

For upper-division students. Topics to be announced each time the course is offered. Prerequisite: CHI 204 or equivalent level of proficiency.

### **CHI 0499 • Independent Study**

**Fall & Spring • 1-3 Credit Hours**

Individually directed study in Chinese. Prerequisite: Permission of instructor. The proposed study must be approved by the instructor, advisor, department head and dean in advance of enrollment.



## ***COURSE DESCRIPTIONS:*** ***-- FRENCH --***

### **FREN 0101 • Beginning French I**

**Fall & Spring • 3 Credit Hours**

The first semester of French language instruction developing proficiency in listening, speaking, reading and writing and providing an introduction to the study of French-speaking cultures. Prerequisite: None.

### **FREN 0102 • Beginning French II**

**Fall & Spring • 3 Credit Hours**

The second semester of French language instruction developing proficiency in listening, speaking, reading and writing and providing an introduction to the study of French-speaking cultures. Prerequisite: FREN 101 or equivalent level of proficiency.

### **FREN 0203 • Intermediate French I**

**Fall & Spring • 3 Credit Hours**

The third semester of French language instruction developing proficiency in listening, speaking, reading and writing and providing an introduction to the study of French-speaking cultures. Prerequisite: FREN 102 or equivalent level of proficiency.

### **FREN 0204 • Intermediate French II**

**Fall & Spring • 3 Credit Hours**

The fourth semester of French language instruction developing proficiency in listening, speaking, reading and writing and providing an introduction to the study of French-speaking cultures. Prerequisite: FREN 203 or equivalent level of proficiency.

### **FREN 0250 • French Conversation & Grammar**

**Demand • 6 Credit Hours**

Intensive practice of basic French vocabulary and structures is combined with visits to sites of cultural or historical interest in the Orleans area. Students will have daily classes in grammar and conversation, supplemented by language lab practice and workshop of their choice. Prerequisite: FREN 102 or the equivalent and a placement test. The course will be offered only as a study abroad option.

**For additional information on  
Foreign Languages contact:  
Dr. Sherman Hou, Department Chair  
Webster Hall 338 • 417.625.3106  
hou-x@mssu.edu**

## ***COURSE DESCRIPTIONS: -- FRENCH (CONTINUED) --***

### **FREN 0298 • Topics in French**

**Demand • 1-8 Credit Hours**

Topics not normally included in another course. Prerequisites are determined by the department and stipulated in the syllabus for each specific offering.

### **FREN 0301 • Readings & Conversation**

**Demand • 3 Credit Hours**

Continued development of the four basic language skills in the target language through readings and conversation. The study of more complex patterns in communicative skills is emphasized. Prerequisite: FREN 204 or equivalent level of proficiency.

### **FREN 0302 • Contemporary French Culture and Civilization**

**Demand • 3 Credit Hours**

Continued development of language skills (listening, speaking, reading and writing). Contemporary France, the daily life of its people, the social and economic institutions which impact them and the arts and media will be the focus for reading and discussion. Prerequisite: FREN 204 or equivalent level of proficiency.

### **FREN 0303 • French Composition**

**Demand • 3 Credit Hours**

Practice in writing French accompanied by a study of grammar and syntax. Prerequisite: FREN 204 or equivalent level of proficiency.

### **FREN 0304 • Introduction to French Literature**

**Demand • 3 Credit Hours**

This course is an introduction to basic concepts and terminology of literary criticism through several different critical approaches to the literary text. Reading and discussion of selected poems, plays and fiction representing various literary periods. Prerequisite: FREN 204 or equivalent level of proficiency.

### **FREN 0305 • Contemporary Francophone Cultures**

**Demand • 3 Credit Hours**

Analysis of contemporary life in selected French-speaking regions: Quebec, Senegal and Guadeloupe and Martinique. Students will continue to develop their French language skills. Prerequisite: FREN 204 or equivalent level of proficiency.

### **FREN 0306 • French Culture & Civilization**

**Demand • 3 Credit Hours**

The course will continue the development of the four basic language skills (listening, speaking, reading and writing). The thematic focus of the class will be the historical, political, social and cultural development of France from its origins to the 20th century. Prerequisite: FREN 204 or equivalent level of proficiency.

### **FREN 0309 • French Language (Consortium)**

**Demand • 3 Credit Hours**

French Composition offered by MSU, MSSU, MWSU, SEMO, or UCMO. Syllabus and delivery platform (ITV, hybrid, or online) vary depending on the offering university. Prerequisite: FREN 204 or equivalent level of proficiency.

### **FREN 0322 • Twentieth-Century French Literature**

**Demand • 3 Credit Hours**

Reading and discussion of twentieth-century literature from France and the Francophone world. Prerequisite: FREN 301 or equivalent level of proficiency.

### **FREN 0324 • French Theater Studies**

**Demand • 3 Credit Hours**

Reading and discussion of French plays from different historical and literary periods; practical experience in the classroom reader's theater. Prerequisite: FREN 204 or equivalent level of proficiency.

### **FREN 0325 • French Cinema**

**Demand • 3 Credit Hours**

A survey of the most important aspects of cinematography and cinematographic production in France. Covers major figures in the field of film and an introduction to the major movements. Taught in French with readings both in French and English. Prerequisite: FREN 204 or the equivalent level of proficiency.

### **FREN 0350 • Language and Civilization**

**Demand • 6 Credit Hours**

Intensive development of all language skills (listening, speaking, reading and writing) is combined with visits to sites of cultural or historical interest in Orleans and the surrounding chateau region. Cultural and literary topics are introduced. Weekend excursions. Prerequisite: FREN 203 or equivalent level of proficiency. A placement test required. The course will be offered only as a study abroad option.

### **FREN 0400 • French for Business**

**Demand • 3 Credit Hours**

An introduction to French business terminology, concepts, situations and procedures. Oral and written activities will continue to develop French language skills within a commercial context. Prerequisite: FREN 301 or equivalent level of proficiency.

### **FREN 0401 • French Literature to 1700**

**Demand • 3 Credit Hours**

An introduction to French literature from the Medieval Period through the seventeenth century, with emphasis on the development of forms and genres. Prerequisite: FREN 204 or equivalent level of proficiency.

### **FREN 0403 • Nineteenth-Century French Literature**

**Demand • 3 Credit Hours**

Reading and discussion of selected works of some of the major poets, novelists and playwrights of nineteenth-century France; the interrelatedness of history, literature and the fine arts: emphasis on Romanticism, Realism and Symbolism. Prerequisite: FREN 204 or equivalent level of proficiency.

### **FREN 0404 • French Women Writers**

**Demand • 3 Credit Hours**

The course will focus on the reading and discussion of works by selected French and francophone women authors from the twelfth through the twentieth centuries. Prerequisite: FREN 204 or equivalent level of proficiency.

### **FREN 0405 • Francophone Literature**

**Demand • 3 Credit Hours**

An introduction to twentieth-century Francophone literature of Africa, Quebec and the Antilles. Continued practice in developing the language skills (listening, speaking, reading and writing). Prerequisite: FREN 204 or the equivalent level of proficiency.

### **FREN 0409 • French Literature (Consortium)**

**Demand • 3 Credit Hours**

French Civilization and Literature I or II offered by MSU, MSSU, MWSU, SEMO, or UCMO. Syllabus and delivery platform (ITV, hybrid, or online) vary depending on the offering university. Prerequisite: FREN 204 or equivalent level of proficiency.

### **FREN 429 • French Culture (Consortium)**

**Demand • 3 Credit Hours**

French Cinema offered by MSU, MSSU, MWSU, SEMO, or UCMO. Syllabus and delivery platform (ITV, hybrid, or online) vary depending on the offering university. Prerequisite: FREN 204 or equivalent level of proficiency.

**FREN 0430 • French Translation****Demand • 3 Credit Hours**

The course will introduce students to both the theoretical and practical aspects of translation. Practice will be given in a variety of genres and will emphasize dynamic accuracy in form and meaning of French to English translation. Prerequisite: FREN 204 and ENG 102 or the equivalent level of proficiency in both languages.

**FREN 0491 • Internship in French****Demand • 1-8 Credit Hours**

Off-campus work experience in areas related to professional goals of students. For advanced students in French. Application must be made during the first half of one semester for the following semester and must be approved prior to enrolling. Students work under joint supervision of a faculty member and a representative of the organization providing the intern experience. A student may repeat the course to a maximum of 8 hours credit. Prerequisite: A minimum of 18 hours in French with a minimum 3.0 GPA; approval of department head before enrolling. Some internships may have specific prerequisites. Guidelines for the internship program are available in the department's offices and must be followed.

**FREN 0498 • Advanced Topics in French****Demand • 1-8 Credit Hours**

Advanced topics not normally included in regular offerings. Prerequisites are determined by the department and stipulated in the syllabus for each specific offering.


**COURSE DESCRIPTIONS:  
--GERMAN--**
**GER 0101 • Beginning German I****Fall & Spring • 3 Credit Hours**

An introduction to the basic skills of understanding, speaking, reading and writing in German and to the study of the German speaking cultures. Prerequisite: None.

**GER 0102 • Beginning German II****Fall & Spring • 3 Credit Hours**

A continuation of GER 101. Emphasis on the skills of understanding, speaking and writing in German and on the study of the German language and cultures. Prerequisite: GER 101 or the equivalent level of proficiency.

**GER 0203 • Intermediate German I****Fall & Spring • 3 Credit Hours**

A continuation of GER 102. Emphasis on the basic skills of understanding, speaking, reading and writing in German and on the study of the German speaking cultures at the intermediate level. Prerequisite: GER 102 or the equivalent level of proficiency.

**GER 0204 • Intermediate German II****Fall & Spring • 3 Credit Hours**

A continuation of GER 203. Emphasis on the basic skills of understanding, speaking, reading and writing in German and on the study of the German speaking cultures, continuing at the intermediate level. Prerequisite: GER 203 or the equivalent level of proficiency.


**COURSE DESCRIPTIONS:  
--JAPANESE--**
**JPN 0101 • Beginning Japanese I****Fall • 3 Credit Hours**

Pronunciation, conversation and grammar. Aural/oral drill. Prerequisite: None.

**JPN 0102 • Beginning Japanese II****Spring • 3 Credit Hours**

Continuation of Japanese 101. Additional work in pronunciation, conversation and grammar. Aural/oral drill. Prerequisite: JPN 101 or equivalent level of proficiency.

**JPN 0203 • Intermediate Japanese I****Fall • 3 Credit Hours**

Grammar review and continued aural/oral practice. Prerequisite: JPN 102 or equivalent level of proficiency.

**JPN 0204 • Intermediate Japanese II****Spring • 3 Credit Hours**

Continuation of Japanese 203 with additional grammar review and continued aural/oral practice. Prerequisite: JPN 203 or equivalent level of proficiency.

**JPN 0298 • Topics in Japanese****Demand • 1-8 Credit Hours**

Topics not normally included in another course. Prerequisites are determined by the department and stipulated in the syllabus.

**JPN 0305 • Advanced Japanese I****Demand • 3 Credit Hours**

First half of an advanced course on spoken and written Japanese. This third-year course will continue to focus on the spoken language, but increased attention will be given to reading in the native script and to writing. Students who enroll in the course must be able to read and write in hiragana and katakana and should be familiar with the basic kanji introduced in Japanese 100 and 200 level. Prerequisite: JPN 204 or placement test.

**JPN 0306 • Advanced Japanese II****Demand • 3 Credit Hours**

Conclusion of an advanced course on spoken and written Japanese. This third-year course will continue to focus on the spoken language, but increased attention will be given to reading in the native script and to writing. Students who enroll in the course must be able to read and write in hiragana and katakana and should be familiar with the basic kanji introduced in Japanese 100 and 200 level. Prerequisite: JPN 305 or placement test.

**JPN 0498 • Advanced Topics in Japanese****Demand • 1-8 Credit Hours**

For upper-division students. Topics to be announced each time the course is offered. Prerequisites are determined by the department and stipulated in the syllabus.

**JPN 0499 • Independent Study****Fall & Spring • 1-3 Credit Hours**

Individually directed study in Japanese. Prerequisite: Permission of instructor. The proposed study must be approved by the instructor, advisor, department head and dean in advance of enrollment.

## ***COURSE DESCRIPTIONS:*** ***--SPANISH--***

### **SPAN 0100 • Workplace and Travel Spanish**

**Fall, Spring & Demand • 3 Credit Hours**

Introductory course that will familiarize students with the basic elements of spoken Spanish, Spanish customs, culture and social behaviors focusing on workplace and travel interactions. Some grammar and structural patterns will be taught in this course. Fulfills General Education Requirements Area I.

### **SPAN 0101 • Beginning Spanish I**

**Fall & Spring • 3 Credit Hours**

This course is the first semester of Spanish language instruction. The course aims to develop skills in listening, speaking, reading and writing, as well as to expose students to the diversity of cultures in the Spanish-speaking world. Prerequisite: None.

### **SPAN 0102 • Beginning Spanish II**

**Fall & Spring • 3 Credit Hours**

This course is the second semester of Spanish language instruction. The course continues to develop skills in listening, speaking, reading and writing and expose students to the diversity of cultures in the Spanish-speaking world. Prerequisite: SPAN 101 or equivalent level of proficiency.

### **SPAN 0203 • Intermediate Spanish I**

**Fall & Spring • 3 Credit Hours**

This course is the third semester of Spanish language instruction. The course continues to develop skills in listening, speaking, reading and writing and expose students to the diversity of cultures in the Spanish-speaking world. Prerequisite: SPAN 102 or equivalent level of proficiency.

### **SPAN 0204 • Intermediate Spanish II**

**Fall & Spring • 3 Credit Hours**

This course is the fourth semester of Spanish language instruction. The course continues to develop skills in listening, speaking, reading and writing and expose students to the diversity of cultures in the Spanish-speaking world. Prerequisite: SPAN 203 or equivalent level of proficiency.

### **SPAN 298 • Topics in Spanish**

**Demand • 1-8 Credit Hours**

Topics not normally included in another course. Prerequisites are determined by the department and stipulated in the syllabus.

### **SPAN 0300 • Grammar and Composition**

**Fall & Spring • 3 Credit Hours**

Initial oral and written composition with emphasis on grammar; verbal aspect, modals and tense contrasts through significant practice and sentence drills. Taught in Spanish. Prerequisite: SPAN 204 or equivalent level of proficiency.

### **SPAN 0301 • Introduction to Literature and Spanish Language Review**

**Demand • 3 Credit Hours**

This course is designed to serve as a bridge between the basic language Spanish courses and upper level literature and composition courses, including SPAN 300. Students will review and refine their usage of grammar previously taught while learning the vocabulary and analytical skills necessary in the study of literature written in Spanish. The course is taught in Spanish. Prerequisite: SPAN 204 or equivalent level of proficiency.

### **SPAN 0306 • Introduction to Spanish Civilization**

**Fall • 3 Credit Hours**

Continued development of the four basic language skills through reading and conversation in Spanish culture. The study of more complex patterns in communicative skills is emphasized. Taught in Spanish. Prerequisite: SPAN 204 or equivalent level of proficiency.

### **SPAN 0307 • Introduction to Latin American Civilization**

**Spring • 3 Credit Hours**

Continued development of the four basic language skills in the language through reading and conversation in Latin American Culture. The study of more complex patterns in communicative skills is emphasized. Taught in Spanish. Prerequisite: SPAN 204 or equivalent level of proficiency.

### **SPAN 0310 • Conversation I**

**Fall • 3 Credit Hours**

Emphasis on the basic survival skills of understanding, speaking and reading in Spanish and on the study of the Spanish speaking cultures. Taught in Spanish. Prerequisite: SPAN 204 or equivalent level of proficiency.

### **SPAN 0320 • Conversations and Readings**

**Demand • 3 Credit Hours**

Emphasis is on the improvement of conversational skills using cultural readings and short stories as the catalysts for intermediate level discourse. The course will be offered abroad. Prerequisites: SPAN 204 or equivalent level of proficiency.

### **SPAN 0326 • Peninsular Literature from El Cid to the Present**

**Spring • 3 Credit Hours**

Spain's literary history and important representative works and writings from El Cid to the present. Taught in Spanish. Prerequisite: SPAN 300 or equivalent level of proficiency.

### **SPAN 0336 • Survey of Spanish American Literature**

**Fall • 3 Credit Hours**

Survey of Spanish American literature from its beginnings to the present. Taught in Spanish. Prerequisite: SPAN 300 or equivalent level of proficiency.

### **SPAN 0340 • Latin American Cinema**

**Demand • 3 Credit Hours**

A survey of the most important aspects of cinematography and cinematographic production in Latin America. Covers major figures in the field of film as well as an introduction to the major filmic schools and movements. Special emphasis will be placed on the cultural context that made the reception and production of the motion pictures a significant event. The course is to be taught entirely in Spanish with readings in both Spanish and English. Prerequisite: SPAN 204 or equivalent level of proficiency.

### **SPAN 0350 • Latin American Contemporary Issues**

**Demand • 3 Credit Hours**

Current Latin American issues studied with the goal of developing consciousness about the last 30 years of Latin American reality from the perspective of the people. Taught in Spanish with some materials in English. Uses written articles, the Internet and World Wide Web, the Latin American press and movies. Prerequisite: SPAN 300 or equivalent level of proficiency.

### **SPAN 0360 • Introduction to Medical Interpretation (Spanish/English)**

**Demand • 3 Credit Hours**

This course prepares students to interpret and culturally mediate a variety of medical situations. The course will be taught in Spanish. Prerequisites: Intermediate High language skills on the Oral Proficiency Interview as defined by the American Council on the Teaching of Foreign Languages, ENG 101 & ENG 102 or equivalent, SPAN 300 or equivalent.

**SPAN 0375 • Latin American Folklore****Demand • 3 Credit Hours**

Introduction to the folklore stories of Latin America from pre-Colombian societies through the contemporary period. Analysis and discussions focus on historical, religious and cultural events and the development of myths and legends within Latin American civilization. The course is taught in Spanish. Prerequisite: SPAN 300 or equivalent level of proficiency. Course may be offered with a study abroad option.

**SPAN 0399 • Spanish Study Abroad****Demand • 1-12 Credit Hours**

Academic credit(s) will be granted to individuals who complete one or two semesters of a university sponsored study abroad program in a Spanish speaking country. Course(s) taught in Spanish and completed abroad that are listed as upper division general electives on the student transcript may be amended as Spanish Study Abroad credit(s) to fulfill up to 12 hours of Spanish upper division elective credit. Prerequisite: Must have completed 60 hours prior to the study abroad experience and SPAN 204 or its equivalent. The proposed courses for the study abroad experience must be approved in advance by the academic advisor and the department head.

**SPAN 0400 • Hispanic Drama****Demand • 3 Credit Hours**

Select works from Spain and Spanish America's most prominent playwrights. Readings and lectures with discussion on the socio-economic, political and cultural implications of different plays. Taught in Spanish. Prerequisite: SPAN 300 or equivalent level of proficiency.

**SPAN 0410 • Conversation II****Spring • 3 Credit Hours**

Spanish language and culture in the framework of the students' potential areas of contact: personal, travel and occupational. Conversation is the major course component. Taught in Spanish. Prerequisite: SPAN 300, SPAN 310 or equivalent level of proficiency.

**SPAN 0420 • Advanced Grammar and Composition****Demand • 3 Credit Hours**

Advanced study of the three major components of Spanish grammar, with emphasis on: verbal moods, lexical items, the effects of stress, idiomatic usage or morphology, the principles of translation and composition. Prerequisite: SPAN 300 or equivalent level of proficiency.

**SPAN 0430 • Protocol and Procedures of Medical Interpretation (Spanish/English)****Demand • 3 Credit Hours**

This course is an introduction to the general principles, procedures, roles and ethical behaviors of medical interpreters. This course is taught in Spanish. Prerequisites: Intermediate High language skills on the Oral Proficiency Interview as defined by the American Council on the Teaching of Foreign Languages, ENG 101 & ENG 102 or equivalent, SPAN 300 or equivalent.

**SPAN 0440 • Translation Spanish/English****Demand • 3 Credit Hours**

Introduction to the general principles, procedures, theories and tools of translating. Students will translate a wide variety of short texts from English to Spanish or from Spanish to English. Some basic principles of linguistics will be covered. Prerequisites: Excellent English language skills and the completion of SPAN 300 or equivalent proficiency.

**SPAN 0491 • Internship in Spanish****Demand • 1-8 Credit Hours**

Off-campus work experience in areas related to professional goals of students. For advanced students in Spanish. Application must be made during the first half of one semester for the following semester and must be approved prior to enrolling. Students work under joint supervision of a faculty member and a representative of the organization providing the intern experience. A student may repeat the course to a maximum of 8 hours credit. Prerequisites: A minimum of 18 hours in Spanish with a minimum 3.0 GPA; approval of department head before enrolling. Some internships may have specific prerequisites. Guidelines for the internship program are available in the department's offices and must be followed.

**SPAN 0498 • Advanced Topics in Spanish****Demand • 1-8 Credit Hours**

This course is for upper-division students. Topics to be announced each time the course is offered. Prerequisite: As stated in the syllabus for the specific offering.

**SPAN 0499 • Independent Study****Fall & Spring • 1-3 Credit Hours**

Individually directed study in selected areas for advanced majors in Spanish. Prerequisite: Must have completed 90 hrs. with a cumulative GPA of 3.0 and must have 15 hrs. in Spanish at any level. The proposed study must be approved by instructor, advisor, department head and school dean prior to enrollment.

## COURSE DESCRIPTIONS: FOREIGN LANGUAGES (MISC)

**OL 0298 • Topics in Foreign Languages****Demand • 1-8 Credit Hours**

Languages not currently a part of the curriculum may be offered on appropriate demand, subject to the availability of faculty. For each offering, a course in a specific target language will be structured with the objective of developing the speaking, understanding, reading and writing skills of the student in the target language. Each offering will have a syllabus stating specific requirements of the course as well as prerequisites.

**OL 0498 • Advanced Topics in Foreign Languages****Demand • 1-8 Credit Hours**

Advanced studies in foreign languages and literatures not currently part of the curriculum may be offered on appropriate demand, subject to the availability of faculty. For each offering, a course in a specific language will be structured with the objective of developing further the speaking, understanding, reading and writing skills of the student in the target language, as well as developing a further awareness of the literature of the specific language. Each offering will have a syllabus stipulating specific requirements of the course as well as prerequisites.

**For additional information on Foreign Languages contact:**

**Dr. Sherman Hou, Department Chair**

**Webster Hall 338 • 417.625.3106 • hou-x@mssu.edu**

# GEOGRAPHY



## FACULTY:

**Wells-Lewis - Interim Chair, Smith  
Webster Hall 236 • 417.625.3008**

## Mission

Preparing students for dynamic leadership and responsible citizenship is the mission of the Department of Social Sciences. The department provides students with the opportunity to cultivate critical thinking, communication and technological skills that will continue to be of value in the complex world of the 21st century. The faculty offers substantive instruction and intellectual challenge within the Social Sciences. The department emphasizes opportunities to engage in the international world in support of the University's international mission. Finally, the Department of Social Sciences builds bridges to the local community through academic internships, public events, partnerships with local institutions and sponsorship of academic programs and events for local schools' students and teachers.

Geography is concerned with the spatial dimension of human experience, namely, space and place. As an integrative discipline, it brings together the physical and human dimensions of the world in the study of people, places and environments. The subject matter of geography is the Earth's surface and the processes that shape it, the relationships between people and environments and the connections between people and places.

The minor in Geography emphasizes topical and regional studies, complementing programs of study for students majoring in International Studies, History, Political Science and Sociology, among other fields of study. The Geography minor consists of 18 semester hours, as outlined below.

The minor in Spatial Analysis provides an opportunity for students majoring in areas of Business, Biology and Environmental Health, Criminal Justice, Computer Information Science, and Communications to enhance their skill sets in a growing area of information science. The Spatial Analysis minor consists of 18 semester hours, as outlined below.

## Minor in Geography

Minor Code.....GE80

<b>Required</b>	<b>3</b>
GEOG 101 Introduction to Geography.....	3
GEOG Electives 15 additional hours.....	15
<b>Total</b>	<b>18</b>

## Minor in Geography - Spatial Analysis

Minor Code.....GE83

GEOG 101	Introduction to Geography.....	3
MGMT 237	Using Information Systems.....	3
CIS 305	Microcomputer Applications.....	3
GEOG 304	Introduction to Geographic Systems.....	3
GEOG 404	Applications in Geographical Info Systems.....	3
SOC/PSC 305	Social Science Statistics.....	3
<b>Total</b>		<b>18</b>

# COURSE DESCRIPTIONS: GEOGRAPHY



## GEOG 0101 • Introduction to Geography

**Demand • 3 Credit Hours**

An introduction to geography, with the goal of increasing geographic literacy and recognizing the importance of geography in everyday life. This course introduces students to the discipline, its basic principles and major concepts, tools, techniques and methodological approaches. It traces the development of modern geography and surveys its physical and human sub-disciplines.

## GEOG 0201 • Physical Geography

**Fall & Spring • 4 Credit Hours**

Study of the physical or natural aspects of man's environment with emphasis on landform development, oceanographic features, climate variation, and human impacts on the planet's geography. Three hours lecture, one two-hour lab per week. Prerequisite: MATH 30 or higher level mathematics or Math ACT of 22 or higher. Cross-listed as GEOL 201.

## GEOG 0211 • Regions and Nations

**Demand • 3 Credit Hours**

Survey of the peoples of the earth and how their activities are influenced by climate, topography, natural resources and culture with class time devoted to discussion of important topical areas in each region.

## GEOG 0298 • Topics in Geography

**Demand • 3 Credit Hours**

Special geography topics of current interest. Subjects and instructors are changed each semester. Students are encouraged to submit areas of interest to the Social Science Department.

## GEOG 0301 • GIS for Social & Political Analysis

**Demand • 3 Credit Hours**

The goal of this course is to introduce students to mapping as it is used to engage the spatial aspects of society, culture, and politics. Students will participate in all aspects of a GIS project. Skills learned will range from GIS project design and data collection to the production of a written deliverable, complete with a series of digital maps. Prerequisites: junior standing or consent of instructor.

## GEOG 0302 • Environment and Society

**Demand • 3 Credit Hours**

An examination of social causes and consequences of environmental problems in different regions of the world with an emphasis on philosophical perspectives and practical solutions to such problems. Prerequisites: junior standing or consent of instructor.

## GEOG 0304 • Introduction to Geographic Information Systems

**Demand • 3 Credit Hours**

Geographic Information Systems, GIS, involves the study of spatial (geographic) location of features on the Earth's surface and the relationships between them. The goal of this course is to introduce students to the principles of cartography and GIS as they are used to analyze spatial aspects of society and the human and physical environments. Particular attention will be focused on ecology, environmental health, and related fields. Prerequisites: GEOG 101 or GEOG 211 and completion of D1 and D2 area of General Education Requirements. Cross-listed as BIO 304 and EH 304.

**GEOG 0310 • Human Geography****Demand • 3 Credit Hours**

This course focuses on spatial approaches to understanding the ongoing organization and reorganization of human cultural, economic, political and urban activities at various spatial scales, such as the local context, regional context and the international context. Prerequisite: Junior standing or consent of instructor.

**GEOG 0311 • Geopolitics: Power and Conflict in a Global Context****Demand • 3 Credit Hours**

Geographic factors that have influenced international relations and the policies of states as political units. Emphasis on geopolitics, religion, racial and ethnic groupings and other factors that may contribute to unity or disunity. Prerequisite: Junior Standing.

**GEOG 0404 • Applications in Geographic Information Systems****Demand • 3 Credit Hours**

The goal of this course is to allow students to apply skills in spatial analysis to an advanced research problem in the social or physical sciences. Students will engage in all aspects of a GIS project. Skills learned will range from GIS project design and data collection to the production of a written deliverable, complete with a series of digital maps. Particular attention will be focused on advanced applications in ecology, environmental health, and related fields. Prerequisites: GEOG 304 or instructor approval. Cross-listed as BIO 404 and EH 404.

**GEOG 0422 • Geography of the United States****Demand • 3 Credit Hours**

Geographic analysis of the United States with emphasis on regional variations in social, economic, and physical phenomena and how those variations influence the overall national character of the United States. Prerequisite: Junior Standing or GEOG 101 or GEOG 211 or consent of instructor.

**GEOG 0457 • Urban Geography****Demand • 3 Credit Hours**

Analysis of the characteristic pattern of urban space, spatial organization of urban settlement and urban societies. Prerequisite: Junior standing.

**GEOG 0491 • Internship in Geography****Demand • 1-3 Credit Hours**

Extensive off-campus experience providing opportunity for students to gain hands-on practice working with local governmental agencies and non-profits assisting in collecting, administering, and presenting a variety of spatial data. Site supervisor(s) will develop a contractual agreement(s) that provides specific learning experiences for the internship. Prerequisites: approval of department chair and/or faculty supervisor and grade of C or better in GEOG 101 plus 6 additional hours of Geography, 3 of which may be taken concurrently with the internship.

**GEOG 0498 • Advanced Topics in Geography****Demand • 3 Credit Hours**

Study and analysis of selected topics in advanced regional geography.

**GEOG 0499 • Independent Study****Demand • 1-3 Credit Hours**

For students who wish to do an in-depth study of some specialized topic or who wish to pursue a topic not considered in the departments course offerings. The individualized project will be directed by an instructor/advisor from the geography faculty in consultation with the student. Repeatable up to six credit hours.

**For additional information contact:**  
**Dr. Steve Smith • Webster Hall 236**  
**417.625.3008 • smith-steve@mssu.edu**

**GEOLOGY****FACULTY:**

**Archer - Chair, Yeboah-Forsen**  
**Reynolds Hall 210 • 417.625.9766**

**Mission**

Geology, the study of the processes shaping planet earth, is of interest to civil engineers, environmental scientists, geographers and biologists. Professionals find their background in geology useful for graduate studies, land-use planning, assessment of natural environmental hazards, resource development, water-use issues and waste disposal.

Geophysics studies the underlying forces responsible for geologic processes and develops the technology for probing the subsurface and interior of the earth. Professional geophysicists work to understand the nature of volcanic eruptions, the behavior and potential prediction of earthquakes, the mechanisms behind continental drift, how to better predict the behavior of the atmosphere and to develop technologies to search for new mineral and energy resources.

The Chemistry and Physical Science Department participates in a cooperative transfer program with the Missouri University of Science & Technology which allows students to complete their first two years of study toward a Bachelor of Science degree in either geology or geophysics at Missouri Southern and then transfer to Missouri S&T for the completion of the last two years of the degree. The program is adaptable so that students may also complete the degree at the University of Missouri at Columbia or Missouri State University in Springfield.

The geology courses at Southern support majors in other fields such as geography and environmental health and enable students to meet state certification requirements for teaching general science and earth science at the 7th through 12th grade levels.

## **COURSE DESCRIPTIONS:**

### **GEOLOGY**

**GEOL 0120 • Introduction to Geology****Fall & Spring • 4 Credit Hours**

Materials of the earth, structures and geologic features of the surface in relation to the processes and forces producing them. Laboratory study of minerals and rocks and topographic and geologic maps. Additional one-day field trips may be required. Three lectures, two two-hr. labs per week. Prerequisite: MATH 30 or higher.

**GEOL 0185 • Introduction to Meteorology****Spring (Even) • 4 Credit Hours**

Fundamentals of the circulation of the atmosphere, sequence of weather events, weather forecasting, and severe weather. Includes interpretation of weather maps. Three lectures and one 2-hour laboratory per week. Prerequisite: qualified to take the core math requirement, Math 125 recommended.

**GEOL 0201 • Physical Geography****Fall & Spring • 4 Credit Hours**

Study of the physical or natural aspects of man's environment with emphasis on landform development, oceanographic features, climate variation, and human impacts on the planet's geography. Three hours lecture, one two-hour lab per week. Prerequisite: MATH 30 or higher level mathematics or Math ACT of 22 or higher. Cross-listed as GEOG 201.

## **COURSE DESCRIPTIONS: GEOLOGY (CONTINUED)**

### **GEOLOGY 0202 • Map and Photo Interpretation**

**Demand • 1 Credit Hour**

An introduction to the interpretation of topographic maps, aerial photos and satellite images. One 3-hour laboratory per week. Designed to complement GEOLOGY 201. Prerequisite: GEOLOGY 201 or equivalent, may be taken concurrently. Students may not receive credit for both GEOLOGY 120 and GEOLOGY 202.

### **GEOLOGY 0210 • Fundamentals of Earth & Space Science**

**Fall, Spring (Odd) & Summer • 3 Credit Hours**

Materials of the earth, geologic features and landscapes of the earth's surface in relation to the processes producing them; interrelationships between geologic processes and the earth's atmosphere and oceans; geologic description of the solar system; basic concepts in astronomy and meteorology. Prerequisite: PHYS 100 or 101 or consent of instructor. Three lectures per week.

### **GEOLOGY 0212 • Earth & Space Science Lab**

**Fall, Spring (Odd) & Summer • 3 Credit Hours**

Laboratory study of rocks and minerals, landscapes features as revealed in maps and stereo photos, weather maps and data, astronomical observations and earth-sun-solar system interrelationships. One-day field trips and some night-time astronomical observations are required. This course is designed primarily for students specializing in elementary education. Co-requisite: GEOLOGY 210 must be taken concurrently. One 3-hour lab per week.

### **GEOLOGY 0298 • Topics in Geology**

**Demand • 1-3 Credit Hours**

Special Topics in geology not normally offered in other courses. Prerequisites to be determined by department.

### **GEOLOGY 0300 • Environmental Geology**

**Demand • 3 Credit Hours**

An introduction to our relationship to the earth's environment. The limitations of natural resources and discussion of consequences of the exploitation of natural resources are considered along with the demands of humanity upon the environment. Overview of natural environmental hazards, including volcanoes, earthquakes, subsidence landslides, floods and asteroid impacts. Prerequisite: Five credits in physical science, physics and/or chemistry. Cross listed as EH 300.

### **GEOLOGY 0320 • Historical Geology**

**Demand • 4 Credit Hours**

A comprehensive study of the history of the earth within a plate-tectonics context. Emphasizes the global evolution of landscapes and the fossil record. Laboratory includes geologic mapping, the interpretation of geologic history from map and fossil data, and fossil identification. Three lectures, one 2-hour lab per week. Prerequisites: GEOLOGY 120 and either BIO 101 or higher level Biology course.

### **GEOLOGY 0491 • Internship in Geology**

**Demand • 1-3 Credit Hours**

In conference with departmental representatives at least six weeks in advance, the student shall elect to work and observe in any area of applied geology in which on-the-job experience would be beneficial to the student's training. Prerequisites: Junior standing in chemistry, physics, biology or pre-engineering or by permission.

### **GEOLOGY 0498 • Advanced Topics in Geology**

**Demand • 1-3 Credit Hours**

In depth study of the geology of a particular region or system of regions through classroom sessions and/or field trips. Extended field trips will require a special lab fee and, in some cases, special physical conditioning or training. The region or area of interest varies from year to year. Prerequisites: GEOLOGY 320 and/or consent of the instructor.

### **GEOLOGY 0499 • Geology Field Studies**

**Demand • 1-3 Credit Hours**

Individual work under the supervision of a staff member with credit and hours to be arranged. Problems may be undertaken in any field of geology with adequate preparation and the consent of the supervising instructor. Prerequisite: 3 hours of Physical Science or permission of instructor.

**For additional information contact:**

**Dr. Albert Yeboah-Forson  
Reynolds Hall 209**

**417.625.9616 • yeboahforson-a@mssu.edu**

## **HISTORY**

**FACULTY:**

**Wells-Lewis - Interim Chair, Bever, Teverow, & Wagner  
Webster Hall 241 • 417.625.9565**

### **Mission**

Preparing students for dynamic leadership and responsible citizenship is the mission of the Department of Social Sciences. The department provides students with the opportunity to cultivate critical thinking, communication and technological skills that will continue to be of value in the complex world of the 21st century. The faculty offers substantive instruction and intellectual challenge within the Social Sciences. The department emphasizes opportunities to engage in the international world in support of the University's international mission. Finally, the Department of Social Sciences builds bridges to the local community through academic internships, public events, partnerships with local institutions and sponsorship of academic programs and events for students and teachers at local schools.

A Bachelor of Arts degree with a major in History prepares students for entering career positions in business, governmental and community service fields and for entry into graduate programs in the social sciences and law. A Bachelor of Science in Education with a major in Social Studies - History emphasis - certifies a student to enter professional teaching at the secondary school level. A minor in History is available for students majoring in other disciplines.

General Education Requirements and Missouri statute requirements are met by HIST 110 or HIST 120. HIST 130 and HIST 140 meet the General Education requirement in Area I, International Cultural Studies.

HIST 130 or 140 is a prerequisite for all Upper Division European courses. HIST 150 is a prerequisite for all Upper Division Asian History courses. HIST 160 is a prerequisite for all Upper Division Latin American History courses.

### **Student Organizations**

The History Club is open to all students who are interested in history. The club provides an informal setting for students to pursue their interests in history and sponsors a wide variety of activities each semester.

Pi Alpha Theta is the national honor society in history. Pi Alpha Theta recognizes academic excellence in the field and encourages its members to participate in the activities of its national organization. Locally, Pi Alpha Theta members share many activities with the History Club.

## Bachelor of Arts ..... Major Code H100

### History Major

<b>General Education Requirements (p. 45) 46-47* ..... 43-44</b>	
Computer Literacy Requirement - determined by	
Social Sciences Department .....	3
Foreign Language (four courses in one language) .....	12
<b>History Requirements .....</b>	
<b>42</b>	
HIST 110 U.S. History 1492-1877 .....	3
HIST 120 U.S. History 1877-Present .....	3
HIST 130 Western Civilization to 1660 .....	3
HIST 140 Western Civilization Since 1660 .....	3
HIST 150 Asian Civilizations .....	3
HIST 160 History of Latin America .....	3
HIST 201 Introduction to Historical Research** .....	3
HIST 497 Seminar in Historical Research** .....	3
Upper Division U.S. History Courses** .....	6
Upper Division European/Global History courses** .....	6
Upper Division Latin American History course** .....	3
Upper Division Asian History course .....	3
<b>General Electives (minor recommended)..... 23-24</b>	
<b>Total ..... 124***</b>	

\*Required History courses satisfy major requirements and 3 hours of General Education Requirements.

\*\*See Prerequisites

\*\*\*Must include at least 40 Upper Division (300-400 level) hours.

## Minor in American Studies

Minor Code.....H181

<b>Required</b> .....	<b>15</b>
HIST 110 U.S. History 1492-1877 .....	3
HIST 120 U.S. History 1877-Present .....	3
PSC 120 Government: U.S., State and Local .....	3
ENG 281 American Literature I .....	3
ENG 282 American Literature II .....	3
<b>Select two courses from the following .....</b>	
<b>6</b>	
American History - HIST 310, 325, 330, 335, 340, 343, 344, 345, 350, 360, 365, 373, 405, 410	
Political Science - PSC 301, 311, 314, 431, 432	
Geography - GEOG 422 Geography of U.S. and Canada	
American Literature - ENG 381 Studies in American Literature	
Anthropology - ANTH 302 North American Indian	
<b>Total .....</b>	
<b>21</b>	

## COURSE DESCRIPTIONS: HISTORY

### HIST 0201 • Introduction to Historical Research

Spring • 3 Credit Hours

A formal introduction to the discipline of history and the skills needed for studying it. Emphases include basic research techniques, critical reading of primary and secondary sources and the recommended styles and strategies for writing research papers. Required of all History BA and all Social Studies (History emphasis) BSE majors as a prerequisite for upper-division History courses. Prerequisite: HIST 110 or 120 or 130 or 140.

## Bachelor of Science in Education ..... Major Code ES19

### Social Studies Major, Grade 9-12 Certification History Emphasis

<b>General Education Requirements (p. 45) 46-47* ..... 34-35</b>	
<b>History Requirements .....</b>	
<b>39</b>	
HIST 110 U.S. History 1492-1877 .....	3
HIST 120 U.S. History 1877-Present .....	3
HIST 130 Western Civilization to 1660 .....	3
HIST 140 Western Civilization Since 1660 .....	3
HIST 150 Asian Civilizations	
OR	
HIST 160 History of Latin America .....	3
HIST 201 Introduction to Historical Research** .....	3
HIST 497 Seminar in Historical Research** .....	3
Upper Division U.S. History courses** .....	6
Upper Division European/Global History course .....	3
Upper Division Latin American or Asian course** .....	3
Upper Division History courses** .....	6
<b>Supporting Requirements .....</b>	
<b>21</b>	
PSC 120 Gov't: U.S./State/Local .....	3
PSC Upper Division course .....	3
SOC 110 Introduction to Sociology .....	3
SOC Upper Division course .....	3
GEOG 211 Regions and Nations .....	3
GEOG Upper Division course .....	3
ECON 101 Economics of Social Issues .....	3
<b>Education Certification Requirements (p. 180)..... 40-42</b>	
<b>Total ..... 134-137</b>	

\*Required history, political science, sociology/economics and psychology courses satisfy major requirements and 12 hours of General Education Requirements.

\*\*See Prerequisites

## Minor in History

Minor Code.....H180

HIST 110 U.S. History 1492-1877 .....	3
HIST 120 U.S. History 1877-Present .....	3
HIST 130 Western Civilization To 1660	
OR	
HIST 140 Western Civilization Since 1660 .....	3
HIST Upper Division U.S. History Course* .....	3
HIST Upper Division European or Asian or	
Latin American Courses* .....	6
<b>Total .....</b>	
<b>18</b>	

\*Must be chosen with approval of history advisor.

### HIST 0298 • Topics in History

Demand • 3 Credit Hours

Special historical topics are examined. Students are encouraged to submit areas of personal interest to guide in the selection of the topics.

### HIST 0491 • Internship in History

Demand • 1-8 Credit Hours

Practical, professional training in archival skills and museum management in an area historical museum, archival institution or historic site, under the supervision of a faculty member and a professional from the participating institution. No more than three hours may be counted toward a major or minor. Prerequisite: Junior standing or above and departmental approval. Repeatable up to eight credit hours.

### HIST 0497 • Seminar in Historical Research

Fall • 3 Credit Hours

Topics pertaining to an era or historical problem of special interest to the instructor and students. Emphasis on student's ability to research, assimilate and present new areas of knowledge. Prerequisite: Junior standing, HIST 201, ENG 102 and 6 hours upper-division history.

## **COURSE DESCRIPTIONS: HISTORY (CONTINUED)**

### **HIST 0498 • Advanced Topics in History**

**Demand • 3 Credit Hours**

Advanced topics not covered in other history offerings. Emphasis on student's ability to research, assimilate and present new areas of knowledge. Prerequisite: Junior or senior status.

### **HIST 0499 • Independent Study**

**Demand • 1-3 Credit Hours**

Individualized project directed by the instructor/advisor with approval of department head and school dean. Advanced standing in the major field and a minimum GPA of 3.0 are required. Repeatable up to six credit hours.

## **COURSE DESCRIPTIONS: -- AMERICAN HISTORY --**

### **HIST 0110 • United States History 1492-1877**

**Fall & Spring • 3 Credit Hours**

Survey of the United States from colonial times to 1877. Meets the General Education requirement for all majors. Prerequisite: 17 or higher on the ACT Reading section or 15 hours completed with a GPA of 2.5 or higher.

### **HIST 0120 • United States History 1877 to Present**

**Fall & Spring • 3 Credit Hours**

Survey of the economic, social, and political development of the United States from 1877 to the present. Meets the General Education requirement for all majors. Prerequisite: 17 or higher on the ACT Reading section or 15 hours completed with a GPA of 2.5 or higher.

### **HIST 0310 • United States Social and Intellectual History**

**Demand • 3 Credit Hours**

Survey of the ideas, values and institutions that have nurtured and influenced the United States during the great industrial expansion and emergence as a technology leader to the dilemmas of the 1970's and 1980's. Prerequisite: Three hours of history or consent of instructor.

### **HIST 0320 • The Civil Rights Era**

**Demand • 3 Credit Hours**

A study of the African-American struggle for civil rights. While surveying the period from the end of Reconstruction to the present day, this course will focus primarily on events from 1954-1968. Prerequisite: HIST 120.

### **HIST 0325 • The American West**

**Demand • 3 Credit Hours**

Explores the conquest of the American West by Spanish, French and American settlers and its effects on the native inhabitants of the region. The development of the mythic west will also be examined. Prerequisite: HIST 110 or 120.

### **HIST 0330 • History of the American Indians**

**Demand • 3 Credit Hours**

A Survey of the social, political, diplomatic, military and legal history of Native American society. Prerequisite: HIST 110 or 120.

### **HIST 0332 • The Great Depression & World War II**

**Spring Even • 3 Credit Hours**

An in-depth study of the American experience during the Great Depression and World War II. Prerequisite: HIST 120.

### **HIST 0343 • The U.S. and the Cold War**

**Fall Even • 3 Credit Hours**

A study of the 20th century struggle for global influence between the United States and the Soviet Union. Prerequisite: HIST 120.

### **HIST 0344 • America in Vietnam**

**Spring Odd • 3 Credit Hours**

A political, diplomatic, military and social study of the U.S. involvement in Vietnam from 1945 to 1975. Prerequisite: HIST 120.

### **HIST 0345 • Age of Jefferson and Jackson**

**Fall Even • 3 Credit Hours**

Early political development in the United States. Evolution of the presidency over the first years of the new government, the triumph of Jeffersonian ideas, social trends and the rise of nationalism. Prerequisite: HIST 110 or 120.

### **HIST 0350 • Civil War and Reconstruction**

**Spring Odd • 3 Credit Hours**

Causes of the Civil War, slavery and reform movements before the Civil War. Traces the development of reconstruction and political developments of the era. Prerequisite: HIST 110 or 120.

### **HIST 0360 • History of Missouri**

**Demand • 3 Credit Hours**

Missouri's growth from its early settlement to the present. Emphasis on political, economic, institutional and social development. Prerequisite: HIST 110 or 120.

### **HIST 0365 • Colonial North America**

**Demand • 3 Credit Hours**

Discovery, conquest and development from 1492-1781. The imperial struggles between Spain, France, England and various Native Americans will be emphasized, along with the social, cultural and economic growth of the European colonies. Prerequisite: HIST 110 or 120.

### **HIST 0373 • Women in U.S. History**

**Fall Odd • 3 Credit Hours**

A survey of the historical experience of American women from the colonial period to the modern era. Prerequisite: HIST 110 or 120.

### **HIST 0405 • The Gilded Age and Progressive Era**

**Demand • 3 Credit Hours**

A survey of United States history from the end of Reconstruction through the 1920s.

### **HIST 0410 • The United States 1945-Present**

**Demand • 3 Credit Hours**

Selected topics in United States history between 1945 and the end of the twentieth century. Prerequisite: HIST 120.

### **HIST 0415 • African American History and Culture**

**Fall • 3 Credit Hours**

Understanding African American history is indispensable for understanding American history. This is true because African Americans have made extraordinary contributions to American culture and society, including but not limited to, social movements to achieve full participation in that society.

## **COURSE DESCRIPTIONS: - EUROPEAN & GLOBAL HISTORY -**

### **HIST 0130 • Western Civilization to 1660**

**Fall & Spring • 3 Credit Hours**

Survey of the development and progress of western civilization from its origins through the Reformation. Changes in political organization, religion, artistic expression and daily life in the ancient Near East, Greece, Rome and Christian Europe.

### **HIST 0140 • Western Civilization since 1660**

**Fall & Spring • 3 Credit Hours**

Survey of Western societies from the Baroque Era to the retreat of European colonialism. Major emphasis on development of the nation-state, the impact of industrialization, changes in political and religious outlook, the impact of revolutions and two world wars.

### **HIST 0301 • Food Culture and Exchange in World History**

**Fall • 3 Credit Hours**

An examination of how changes in methods of procuring, producing, distributing and consuming food have shaped world history. Special emphases included how the need for food has shaped societies, how new foods have transformed societies and relations between societies, how foodways change over time and how new eating choices impact society.

### **HIST 0369 • Nineteenth Century Europe**

**Demand • 3 Credit Hours**

A survey of the major alterations of European society during the twentieth century. Emphasis on industrialization, imperialism, revolutions, rise of socialism/communism, middle-class liberal capitalism and individual national events. HIST 130 or 140 recommended before taking this class.

### **HIST 0370 • Twentieth Century Europe**

**Demand • 3 Credit Hours**

A survey approach with emphasis on World Wars I and II, the League of Nations, the United Nations, totalitarian systems and current European/world problems. HIST 130 or 140 recommended before taking this class.

### **HIST 0371 • The Holocaust**

**Demand • 3 Credit Hours**

An examination of the destruction of the European Jews from 1933 to 1945, with special attention to the social, political and scientific context of the Holocaust. Special attention to European anti-Semitism, the rise of German Nazism, the development of a policy of mass murder and the operation of ghettos and death camps. HIST 130 or 140 recommended before taking this class.

### **HIST 0375 • English History to 1660**

**Demand • 3 Credit Hours**

The peoples of England and their institutions from prehistoric settlement through the English civil wars. Major topics include the impact of Anglo-Saxon, Scandinavian and Norman invasions, the changing roles of monarchy and parliament, changes in England's relations with other parts of the British Isles and with Europe and life among various social classes. Prerequisite: HIST: 130 or 140.

### **HIST 0380 • British History Since 1660**

**Demand • 3 Credit Hours**

British peoples and institutions from the Restoration to the present. Emphasis on the development of Parliamentary government, the rise and fall of the world's first industrial economy, life among various social classes and changes in Britain's role as a European and global power. Prerequisite: HIST 130 or 140.

### **HIST 0387 • History of Russia to 1796**

**Demand • 3 Credit Hours**

History of Russia from pre-Tsarist times through the reign of Catherine the Great. Emphasis on the land and the people, national characteristics and political institutions. Prerequisite: HIST 130 or 140.

### **HIST 0388 • History of Russia Since 1796**

**Spring Even • 3 Credit Hours**

Russia since the reign of Catherine the Great until the recent demise of the Soviet Union. Investigates the problems posed by Tsarist Autocracy and Serfdom, the origins and course of the Bolshevik Revolution, Russian life under communism and the structural weaknesses and events contributing to the collapse of the Soviet Union. Prerequisite: HIST 130 or 140.

### **HIST 0390 • History of Germany**

**Demand • 3 Credit Hours**

Social, political, military and economic history of Germany, with major concentration on the post-1519 period. Emphasis on the decline of the Medieval Empire, princely absolutism, national unification, Weimar Republic, Third Reich and post World War II. HIST 130 or 140 recommended before taking this class.

### **HIST 0425 • The Renaissance and the Reformation 1350-1559**

**Demand • 3 Credit Hours**

An overview of Europe from 1350 to 1559. Changes in thought and artistic expression, the divisions within Western Christendom, the emergence of national monarchies and the impact of economic change on daily life. Prerequisite: HIST 130 or 140.

### **HIST 0435 • The Era of the French Revolution and Napoleon**

**Demand • 3 Credit Hours**

An examination and analysis of events in France and their impact on Europe from 1789 to 1815. Interplay of ideas and people and the quest for a political settlement under a constitutional monarchy, republic and empire. Prerequisite: HIST 130 or 140.

### **HIST 0440 • European Intellectual History**

**Demand • 3 Credit Hours**

Intellectual, cultural and social developments in Europe from the Italian Renaissance to the present. Examination of the rise of scientific thought, the Enlightenment, Romanticism, nationalism, political ideologies, social reforms and existentialism. HIST 130 or 140 recommended before taking this course.

### **HIST 0498 • Advanced Topics in History**

**Demand • 3 Credit Hours**

Advanced topics not covered in other history offerings. Emphasis on student's ability to research, assimilate and present new areas of knowledge. Prerequisite: Junior or senior status.

### **HIST 0499 • Independent Study**

**Demand • 1-3 Credit Hours**

Individualized project directed by the instructor/advisor with approval of department head and school dean. Advanced standing in the major field and a minimum GPA of 3.0 are required. Repeatable up to six credit hours.

## COURSE DESCRIPTIONS: --ASIAN HISTORY--

### HIST 0150 • Asian Civilizations

**Fall • 3 Credit Hours**

Introductory survey of the history and culture of traditional and modern Asia, focusing on the distinctive culture areas of monsoonal Asia, i.e., South, Southeast and East Asia. Some attention will also be given to Asian culture areas outside this zone.

### HIST 0313 • East Asian Civilizations I

**Demand • 3 Credit Hours**

Survey of the history of pre-modern East Asia to 1600, focusing particularly on China, Japan, Vietnam, and to a lesser extent, Korea. Course will emphasize the development of East Asian cultures, societies and political structures and will use a comparative analysis in seeking to understand the history of the region. Prerequisite: HIST 150.

### HIST 0314 • East Asian Civilizations II

**Demand • 3 Credit Hours**

Survey of the history of modern East Asia from 1600, focusing particularly on China, Japan, Vietnam, and to a lesser extent, Korea. Course will emphasize the impact of the West and the problems of modern development, using a comparative analysis in seeking to understand the history of the region. Prerequisite: HIST 150.

### HIST 0316 • South Asian Civilizations

**Demand • 3 Credit Hours**

Survey of South Asian History from the dawn of civilization to the present. Course will encompass the interplay among art, religion, politics, migration, conquest, nationalism and cultural exchange in constituting the peoples and nations of India, Pakistan, Bangladesh, Afghanistan, Nepal and Sri Lanka. Prerequisite: HIST 150.

## COURSE DESCRIPTIONS: --LATIN AMERICAN HISTORY--

### HIST 0160 • History of Latin America

**Spring • 3 Credit Hours**

Historical overview of Latin America, from the Spanish and Portuguese to the present day, by examining the major themes and events in the region. Particular emphasis will be placed on the Indian and African background of Latin American history and the ways in which these groups helped shape Latin American society. Topics covered will include the conquest of Latin America, Spanish administration, the independence movements of the nineteenth century, nation building and revolutionary movements of the twentieth century.

### HIST 0342 • Latin American Revolutions

**Demand • 3 Credit Hours**

Latin American Revolutions addresses the causes and consequences of 20th century uprisings in Bolivia, Mexico, Cuba, Guatemala, Nicaragua, El Salvador, Chile and Columbia. Emphasis will be placed on the tactics and personalities of revolutionary leaders as well as the needs and reactions of their supporters. Prerequisite: HIST 160.

### HIST 0474 • Colonial Latin America

**Demand • 3 Credit Hours**

Colonial Latin America will provide a historical overview of Latin American from the Spanish and Portuguese conquest until independence in the 1820s, by examining the major themes and events in the region. Particular emphasis will be placed on the Indian background to Latin American history and the ways the natives helped shape Latin American society. Topics covered will include the conquest of Latin America, imperial rivalries, Spanish administration, Indian labor and the independence movements of the 19th century. Prerequisite: HIST 130 or 140.

### HIST 0475 • Modern Latin America

**Demand • 3 Credit Hours**

Historical overview of Latin America since independence, examining major themes, events and issues in the region. Particular emphasis on ways in which Latin American peoples have struggled to resist, adapt and take advantage of the social forces influencing their nations' urbanization, populism, social revolution, development, peasant rebellion, the position of women in society and the Church. Prerequisite: HIST 130 or 140.

**For additional information contact:**

**Dr. Ree Wells-Lewis • Webster Hall 245**  
**417.625.9565 • wells-r@mssu.edu**

## INTERNATIONAL ENGLISH PROGRAM

**FACULTY:**

**Gram - Director, Carmichael, Keller**  
**Webster Hall 320B • 417.625.9821**

### Mission

The International English Program (IEP) provides English as a Second Language (ESL) instruction to international and resident students whose first language is not English. The IEP provides instruction to help students reach an academic level of English in order to obtain a university degree. This supports MSSU's mission of a strong commitment to international education by enabling more international students to attend MSSU.

The English requirement for full admission to regular studies:

- A minimum TOEFL score of 68 (iBT) with a minimum writing score of 25 (iBT) OR
- A Michigan English Language Placement Test score of 85
- AN IELTS score of at least 6.0 with no subscore lower than 5.0

There is no minimum test score required for admission to English studies before a degree program.

Students holding an F-1 visa to study in the U.S. must be enrolled full-time in academic studies. Full time academic status is 12 or more credit hours; English study is 15 credit hours per semester.

**Placement:** Students are given a Michigan English Placement Test (MEPT) upon arrival and at the end of every semester. There is no fee for the test. The MEPT is one test developed by the University of Michigan and is valid only at the institution where the test is given.

**Courses:** Five levels of instruction are offered. Classes are taught in the following skill areas: Reading, Grammar, Composition, Speaking/Listening and Academic Skills. **All classes must be passed with a 2.0 (C) to move to the next level.** Courses may be repeated only one time if necessary.

**Length of Study:** The time a student spends in the IEP depends on a variety of factors including personal motivation, study skills, the language commonly used outside the classroom, level of proficiency and ability. It is expected that students complete the IEP in a specific time, set when students enroll in courses after taking the initial MEPT or other language assessment test.

Nothing herein prohibits a student from enrollment in courses at a lower or higher level than these general scores suggest, if test sub scores indicate different work in a skill area (grammar, listening, speaking, reading, writing, pronunciation) is more appropriate.

### Disciplinary Policy

IEP Disciplinary policy conforms to the MSSU Academic Policies as stated in the catalog. Any IEP student falling below a GPA of 2.0 in any semester in his or her IEP course work will be placed on IEP academic probation. If the GPA is not raised to the minimum standard of progress during the probationary semester, the student is subject to academic suspension from the program.

A student receiving academic suspension may not return to the IEP for one semester and will not be re-enrolled if the student cannot present evidence that indicates a high probability of academic success.

Academic bankruptcy is not permitted in the IEP.

### The Program

Students at all levels are required to enroll in a full load of IEP courses. Exchange Students at MSSU for a limited time and intending to complete their degree at another university may take IEP courses for transfer credit to their home institutions. Exchange students are governed by the exchange agreements under which they attend MSSU and must meet the language requirements of MSSU to be admitted to regular classes.

### English Support Services

International students or second language English students in the regular academic program at MSSU who wish to take English support classes to help their academic studies may take up to 6 hours of IEP courses each semester.

### Additional Help

IEP-sponsored English tutoring services for international and second language English students are provided through the Language Resource Center. In addition, Learning Center tutors are available to work with other academic work at any time.

### Conversation Partners

Time with conversation partners is required of English learners and provides support in getting to know American culture as well as language. Some IEP courses require students to find a conversation partner to complete the work of the course.

### Highlights of the IEP

- Students admitted to the IEP are considered official students at Missouri Southern State University with all the accompanying rights and privileges. Unless a student has met admission requirements to the University, however, s/he is not admitted thereby to a degree program.
- No minimum TOEFL or other proficiency test score is necessary to enroll in IEP classes, but scores on the Michigan Tests (MELICET and MPT) are used for placement in appropriate level courses.
- Small classes offer personal attention.
- Native English-speaking conversation partners and dormitory roommates are available.
- Conversation partners and IEP tutors allow students to progress at their own pace.
- Students participate in field trips to areas of cultural interest as well as planned social activities with neighboring colleges and universities.

Visit the IEP online at: <http://www.mssu.edu/iep>

## INTERNATIONAL ENGLISH PROGRAM: COURSE DESCRIPTIONS

### ESL 0051 • Level 1: Introduction to Grammar

Fall • 3 Credit Hours

Students focus on basic grammar structures in English at the independent word, phrase, and simple sentence level. Emphases include concrete, abstract, count and non-count nouns, pronouns, adjectives, adverbs, prepositions, regular and irregular verbs. Subject verb agreement and verb tensing is stressed. The course emphasizes use and understanding of these structures.

### ESL 0052 • Level 1: Beginning Listening & Speaking

Fall & Spring • 3 Credit Hours

Students focus on basic speaking and listening skills, including practice in language production and understanding. Primary focus of the course is pronunciation of American English phonemes and morphemes with additional work to assist students' communication needs common situations. Topics include general conversation, interviewing, requests, questions and answers, and expressing opinions.

### ESL 0053 • Level 1: Beginning Reading

Fall & Spring • 3 Credit Hours

Students focus on basic reading skills, stressing reading strategies and vocabulary development. Primary focus stresses reading skills necessary to move on to higher level reading courses in the IEP. Topics include general purpose and recreational reading, reading speed and comprehension strategies, vocabulary and idiomatic expression development.

### ESL 0054 • Level 1: Beginning Composition

Fall & Spring • 3 Credit Hours

This course is designed to help the ESL learner master English syntax at the sentence level, with an introduction to basic paragraph form. Emphasis is on competency in clearly expressing ideas through developing various sentence structures. Students learn development of main and supporting ideas, simple and compound sentence structure.

### ESL 0057 • Level 1: Beginning English Skills

Fall & Spring • 3 Credit Hours

Students learn to navigate the American classroom system on the university level. Students explore relationships in America by participating in discussions, on campus activities and conversations with native English speakers as well as successful IEP students in higher levels. University policies and classroom expectations are a main focus. Emphasis is placed on skills needed to be successful in the American university environment.

### ESL 0061 • Level 2: Basic Grammar

Fall • 3 Credit Hours

Students focus on basic grammar structures in English at the sentence level. Emphases include verb forms and tensing structures, subject/verb agreement, parts of speech, use of adjective, adverb and prepositional phrases, noun and pronoun forms, and active/passive voices. Sentence construction is stressed, including complex sentence structures. The course emphasizes use and understanding of these structures.

**For additional information contact:**

**Kaitlin Gram, Director**

International English Program  
Webster Hall 320B • 417.625.9821  
[iep@mssu.edu](mailto:iep@mssu.edu)

**ESL 0062 • Level 2: Speaking and Listening****Fall & Spring • 3 Credit Hours**

Students focus on basic speaking and listening skills, including practice in language production and understanding. Primary focus of the course is basic level conversation in American Standard English, with additional work to assist students' communication needs for survival English. Topics include conversation, requests, questions and answers, and formulaic exchanges such as greetings, introductions and shopping.

**ESL 0063 • Level 2: Reading Skills****Fall & Spring • 3 Credit Hours**

Students focus on basic reading skills, stressing reading strategies and vocabulary development. Primary focus stresses reading skill development and reading fluency (speed and comprehension). Topics include general purpose and recreational reading, vocabulary and idiomatic expression development.

**ESL 0064 • Level 2: Writing in English****Fall & Spring • 3 Credit Hours**

This course is designed to help the ESL learner master English syntax at the phrase, clause and sentence level, with an introduction to basic paragraph form. Emphasis is on competency in expressing clearly complex ideas through developing various sentence structures and types. Students learn development of primary and secondary ideas. Class writing assignments are linked, when possible, to authentic purposes for writing.

**ESL 0067 • Level 2: Developing Basic English Skills****Summer • 3 Credit Hours**

Students focus on four basic English skills: reading, writing, speaking and listening, and grammar. Primary focus stresses the skills most important at a beginning level: vocabulary development, correct grammatical structures, written communication strategies, negotiating meaning and avoiding misunderstandings, and participation in common, everyday communications, questions and answers, and opinions.

**ESL 0072 • Level 3: Speaking and Listening****Fall & Spring • 3 Credit Hours**

Students focus on basic and intermediate speaking and listening skills, including practice in language production and understanding. Primary focus of the course is conversation in American Standard English, with additional work to assist students' communication needs in American higher education. Topics include general conversation, interviewing, requests, questions and answers and expressing opinions.

**ESL 0073 • Level 3: Reading and Vocabulary****Fall & Spring • 3 Credit Hours**

Students focus on basic and intermediate reading skills, stressing reading strategies and vocabulary development. Primary focus stresses reading skills necessary in the general environment of American higher education by way of an introduction to American culture. Topics include general purpose and recreational reading, reading speed and comprehension strategies, vocabulary and idiomatic expression development.

**ESL 0074 • Level 3: ESL Composition****Fall & Spring • 3 Credit Hours**

This course is designed to help the ESL learner master English syntax at the sentence and paragraph level, with an introduction to basic academic essay form. Emphasis is on competency in expressing clearly complex ideas through developing various types of paragraphs. Students learn development of main and supporting ideas.

**ESL 0077 • Level 3: Intermediate ESL Skills****Demand • 3 Credit Hours**

Students focus on four intermediate English skills: reading, writing, speaking and listening and grammar. Primary focus stresses the skills most important at an intermediate level: vocabulary building, correct grammatical structures for communicative language production and participation in common, everyday communications, questions and answers and expressing opinions.

**ESL 0082 • Level 4: Academic Speaking & Listening****Fall & Spring • 3 Credit Hours**

Students focus on advanced speaking and listening skills appropriate to American higher educational settings, including language production and understanding. The course emphasizes academic lecture discourse and note taking skills; discussion leadership and participation styles; researching, analyzing and expressing opinions on a variety of academic topics. Requires a placement test or approval of the IEP director.

**ESL 0083 • Level 4: Academic Reading****Fall & Spring • 3 Credit Hours**

Students focus on reading skills necessary for university academic work, stressing reading strategies and vocabulary development. Primary focuses are understanding difficult texts and vocabularies, increasing reading speed and encouragement of recreational reading in English. Topics include essay and academic texts; careful reading, skimming and scanning skills and summarizing. Requires a placement test or permission of the IEP director.

**ESL 0084 • Level 4: ESL Composition****Fall & Spring • 3 Credit Hours**

This course is designed to help the ESL learner master English syntax at the essay and formal paper level, with introduction to basic citation form. Emphasis is on academic discourse styles in development of the essay and other types of classroom written work. Topics include development of a thesis through essay organization and writing clearly under the pressure of time. Requires a placement test or permission of the IEP director.

**ESL 0087 • Level 4: Academic ESL Skills****Summer & Demand • 3 Credit Hours**

Students focus on four advanced English skills: reading, writing, speaking and listening and grammar. Primary focus stresses the skills most important at an advanced level: vocabulary building in technical, professional and academic areas, correct grammatical structures for business and academic language production and participation in university level communications, discussions, formal questions and expressing opinions.

**ESL 0092 • Level 5: Advanced Speaking and Listening****Fall • 3 Credit Hours**

Students focus on the principles of oral communication: advanced speaking and listening skills essential for success in collegiate coursework. These skills include, but are not limited to the following: academic note-taking skills, academic presentation skills, skills for leading a discussion and fielding questions, advanced pronunciation skills guided by self-monitoring and self-assessment, effective use of research for a formal presentation, and critical assessment skills for evaluating research material. Material evaluated will be derived from the following: academic lectures, dictionary basics, pronunciation (vowel basics, consonant basics, syllables and word endings, stress in words, rhythm in phrases and sentences), thought groups and focus words, and models of professional and well-researched presentations.

**ESL 0093 • Level 5: Advanced Reading****Fall & Spring • 3 Credit Hours**

This course prepares students for the intensive reading requirements of a university classroom. Various forms of academic texts are analyzed with objectives of improving reading comprehension through identifying authors' writing styles and communicative intents. Additional emphases are placed on building vocabulary, taking notes while reading, and incorporating reading as a necessary study skill. Concepts of reading for various styles of exam questions is also discussed. Prerequisite: ESL 0083 or placement test for new admits.

**ESL 0097 • ESL Topics****Demand • 0-8 Credit Hours**

Short term courses for persons desiring short study of English while in the U.S. Non-gradable.

**ESL 0130 • Studying for the TOEFL****Demand • 2 Credit Hours**

This course focuses on the tools good students use to prepare for the TOEFL examinations. English competence and a number of other factors affect student performance, including test anxiety, assessment misunderstanding, unfamiliarity with key vocabulary, poor study habits and poor strategies. The goal of this short course is to introduce the most helpful things to prepare for the TOEFL and, by extension, other language assessments such as the Michigan Test Battery.

# INTERNATIONAL STUDIES

## FACULTY:

**Stebbins - Director**  
**Webster Hall 337A • 417.659.4442**

## Mission

It is the goal of Missouri Southern State University that all academic programs be enhanced through an emphasis on international education. To that end, the University has identified five goals:

1. Graduates will have an understanding of how cultures and societies around the world are formed, sustained and evolve.
2. Graduates will have empathy for the values and perspectives of cultures other than their own and an awareness of international and multicultural influences in their own lives.
3. Graduates can identify and discuss international issues and cultures other than their own.
4. Graduates have communicative competence in a second or third language.
5. Graduates have experienced or desire to experience a culture other than their own.

Several activities have been designed and implemented to help make these goals possible. They include encouraging and supporting faculty to lead student groups abroad; providing grants for faculty to internationalize the curriculum; developing bilateral exchange agreements with universities in other countries; developing "themed" semesters featuring special course offerings, lectures and cultural events of a particular country or continent; increasing the number of foreign language course sections and course offerings; and offering Performing Aid Awards for students majoring or minoring in a foreign language.

The Institute of International Studies (IIS), moreover, is committed, through its leadership, in assisting global education to become more pervasive throughout the curriculum and extracurricular activities of the University.

Finally, the Institute is committed to continual assessment of international programs and its mission to ensure that students develop not only an awareness of international problems but specific competencies needed in business, industry, government, education and the professions.

## Study Abroad Programs (Semester and Year-Long Opportunities)

Missouri Southern students have many exciting opportunities to study for a semester or year in other countries. The University is a member of the International Student Exchange Program (ISEP), through which MSSU students can study and earn credit at some 330 colleges and universities in 50 countries around the world. In addition, students may choose to participate in the Bilateral Exchange Program. The University has negotiated a number of departmental bilateral agreements with international institutions; these exchanges are usually specific to a student's major. For semester or year-long exchanges, MSSU students studying abroad through most ISEP or Bilateral Exchange Programs pay regular MSSU tuition and room/board fees.

To participate in a long-term study abroad program, students must have a minimum GPA of 2.75 (higher for some host institutions); be degree seeking and enrolled full time; intend to return to MSSU to graduate; and generally have completed 60 credit hours by the time of the exchange.

More information on study abroad programs is available on the Institute of International Studies' website: <http://www.mssu.edu/international-studies/>

## International Studies Major

The major in International Studies is committed to the development in students of high intellectual standards, concern for the whole person and practical cross-cultural and professional skills to enable them to embark upon immediate employment or graduate study.

It is the goal of the major in International Studies that students who complete the program shall:

1. Demonstrate communication skills in a language other than their own at a proficiency beyond the intermediate level of study.
2. Analyze a variety of problems of international significance, selecting or creating possible solutions and defining possible means of implementation.
3. Compare values of one culture with those of another, demonstrating how values develop and analyzing how cultural values impact on decisions of international importance.
4. Analyze the impact of social institutions in their own culture as well as in another, demonstrating an understanding of individuals' roles in these systems, be they governmental, economic, religious, family or occupational.
5. Identify activities and products which constitute the scientific/technological aspects of a culture other than their own, demonstrating an understanding of the impact of such activities and products on the individuals and the physical environment in a culture.
6. Identify those activities and products which constitute the artistic aspects of a culture other than their own; understand the impact which art, in its various forms, has on individuals in a culture; and analyze the uses of works of art within that culture.

International Studies as defined by the Institute of International Studies allows as many disciplines as possible to become involved in the internationalizing of the University. The International Studies major and minor is an interdepartmental degree program administered by the Institute of International Studies. The program offers students an opportunity to enhance their understanding of the diverse cultures of the world and provides a substantial foundation for professional careers in diplomacy, law, education, international business and commerce, journalism, the military, research, public health, human service organizations and much more. Opportunities in most of these professions are available in both the public and private sectors in the United States and abroad. The major is also a good foundation for graduate study in such diverse areas as international law, business, history, political science, foreign languages, anthropology, as well as international relations, intercultural communication, peace studies and other interdisciplinary programs.

**For additional information contact:**  
**Dr. Chad Stebbins, Director**  
**Institute of International Studies**  
**Webster Hall 337A**

417.625.9736

**[stebbins-c@mssu.edu](mailto:stebbins-c@mssu.edu)**

## Minor in International Studies

Minor Code.....IS80

INTS 201	Introduction to International Studies	3
<b>At least two of the following:</b>		
INTS 301	World Humanities	3
INTS 302	Environment and Society	3
INTS 303	Contemporary World Civilizations	3
INTS 304	Comparative Political Economy	3
Six additional hours which can be selected from any INTS designated courses. (Three hours could include a study-abroad experience.)		
Foreign Language (six hours beyond the BA requirement of 12 hours, all in the same language.)		6
<b>Total</b>		<b>21</b>

## Bachelor of Arts ..... Major Code IS00 International Studies Major

<b>General Education Requirements (p. 45) 46-47*..... 43-44</b>		
Computer Literacy Requirement (determined by IIS)		3
Foreign Language		12
<i>(4 courses in one foreign language are required for the BA degree.)</i>		
<b>International Studies Requirements:</b>		<b>54</b>
INTS 201	Introduction to International Studies	3
GEOG 211	Regions and Nation	3
MUS 106	World Music	3
<b>Select one:</b>		
HIST 140	Western Civilization since 1660	3
HIST 150	Asian Civilizations	3
HIST 160	History of Latin America	3
<b>Select one:</b>		
ENG 261	World Literature I	3
ENG 262	World Literature II	3
<b>Upper-Division Requirements</b>		
INTS 301	World Humanities	3
INTS 302	Environment and Society	3
INTS 303	Contemporary World Civilizations	3
INTS 304	Comparative Political Economy	3
INTS 306	Introduction to Global Health	3
<b>Supporting Courses (select five)</b>		
COMM 305	Intercultural Communications	3
INTS 308	Model United Nations	3
INTS 370	Globalization and Native Peoples	3
INTS 402	Senior Thesis	3
SOC 303	The Arab World	3
PSC 321	International Relations	3
PSC 352	Introduction to Comparative Politics	3
PSC 434	American Foreign Policy	3
ENG 361	Studies in World Literature	3
IB 310	International Business	3
CJAD 370	International Terrorism	3
Upper division European or Global History course		3
Research methods course		3
Foreign language course not in language of emphasis		3
Foreign language course not in language of emphasis		3
<b>Supporting Requirements:</b>		
Foreign Language		6
<i>(6 additional hours in the foreign language used to satisfy the BA requirement)</i>		
Participation in a study abroad experience with the approval of the Director of the Institute of International Studies. Students may participate in a university-sponsored program (minimum of 3 credit hours), an ISEP or bilateral exchange semester or year abroad. Students with special circumstances may petition to have an alternate immersion experience approved for this requirement.		
<b>Electives</b>		<b>11-12</b>
<b>Total</b>		<b>124**</b>

\*Three hours of foreign language meet General Education Requirements.

\*\*Must include at least 40 upper-division (300-400 level) hours.

## COURSE DESCRIPTIONS: INTERNATIONAL STUDIES

### INTS 0201 • Introduction to International Studies

**Fall • 3 Credit Hours**

An introduction to the interdisciplinary study of global issues. The student will receive a variety of ideas, insights and images of the world and will discuss a number of topics including methodologies of global studies and career options. Required of International Studies majors and minors; open to all others.

### INTS 0298 • Topics in International Studies

**Demand • 3 Credit Hours**

Topics not normally included in another course. Prerequisites are determined by the Institute of International Studies and stipulated in the course syllabus.

### INTS 0301 • World Humanities

**Fall • 3 Credit Hours**

Transcultural study of the manifestations of the major art forms of the humanities: literature, theatre and film, painting and sculpture, music and dance. The course will stress critical exploration of the relation of the art forms to the cultures from which they emerge and comparative study of the nature and function of the art forms in traditions temporally or spatially distinct from each other, including western and eastern traditions. Required of International Studies majors; open to all others. Prerequisite: must have completed general education core in Humanities and Fine Arts.

### INTS 0302 • Environment and Society

**Spring • 3 Credit Hours**

An examination of social causes and consequences of environmental problems in different regions of the world with an emphasis on philosophical perspectives and practical solutions to such problems. Prerequisites: junior standing or consent of instructor. Cross-listed as GEOG 0302.

### INTS 0303 • Contemporary World Civilizations

**Spring • 3 Credit Hours**

A systematic and comparative introduction to the contemporary history of major world civilizations, with a special emphasis on historical developments that have influenced more than one civilization or cultural region. Required of International Studies majors; open to all others. Prerequisite: at least one non-U.S. history course.

### INTS 0304 • Comparative Political Economy

**Spring • 3 Credit Hours**

Comparative study of alternative methods of solving the political and economic problems of production, distribution and allocation. Required of International Studies majors; open to all others. Prerequisite: three hours of economics.

### INTS 0306 • Introduction to Global Health

**Fall • 3 Credit Hours**

This course will introduce students to the main concepts of the global health field and the critical links between global health and social and economic development. Students will get an overview of the principles and goals of global health, the burden of disease and key measures to improve global health. Required of International Studies majors; open to all others. Prerequisite: BIO 101 or 105 or 121 or 122.

**INTS 308 • Model United Nations****Fall • 3 Credit Hours**

A study of the United Nations and selected issues in recent global history from the perspective of a United Nations member state. Both the nation and topics studied will be determined by the agendas of the collegiate Model United Nations conferences in which Missouri Southern participates. Although this course is designed to prepare delegates for these conferences, enrollment is not limited to Model UN participants. May be repeated for a total of 9 credit hours.

**INTS 0350 • A Tale of Two Cities: London and Paris****Demand • 3 Credit Hours**

The course explores the society and culture of London and Paris and provides an in-depth look at the ethnic diversity, neighborhoods, urban regeneration, historical perspective, government, transportation, communications, and commerce of both global cities. The course requires a study abroad trip to London and Paris with students responsible for travel expenses. Enrollment by permission of the instructor.

**INTS 0370 • Globalization & Native Peoples****Spring • 3 Credit Hours**

Globalization and Native Peoples focuses on the increasingly interconnected nature of human cultures around our planet. In this class, students will examine the socioeconomic, cultural, and political processes that work to both advance and to harm the unique lifeways of the thousands of indigenous people living as political and ethnic minorities within different nations. The course will address the complex and often negative effects of multinational corporations seeking to exploit natural resources within the traditional lands of native peoples, as well as the local ecological and health impact of various agencies. The course will also explore the role of modern media, including the Internet's popular social network sites, in another aspect of globalization today. Finally, the opposing trends of a global monoculture vs. the active promotion or revitalization of native language, culture, beliefs, and values will be discussed. Prerequisite: ANTH 101 (or above) or INTS 201 or SOC 110 or special permission from the instructor. Cross-listed as ANTH 370.

**INTS 0402 • Senior Thesis in International Studies****Fall & Spring • 3 Credit Hours**

With a faculty supervisor, the student will explore and challenge a topic of global concern and produce a senior thesis and make an oral presentation. Prerequisite: Senior standing, permission of the Director of the Institute of International Studies and applicable research course determined by the Director of the Institute of International Studies.

**INTS 0498 • Advanced Topics in International Studies****Demand • 3 Credit Hours**

For upper-division students. Topic to be announced each time the course is offered. Prerequisites are determined by the Institute of International Studies and stipulated in the course syllabus.

**INTS 0499 • Independent Study in International Studies****Demand • 1-3 Credit Hours**

An independent course structured by the advisor with approval of the Director of the Institute of International Studies. Prerequisite: Must have completed 90 hours with a cumulative GPA of 3.0 and have completed a minimum of 15 hours of International Studies courses. Project must be approved by advisor, by the course director and by the Director of the Institute of International Studies prior to enrollment.

**MATHEMATICS****FACULTY:**

**Johnson - Chair, Appuhamy, Coltharp, Charles Curtis, Carrie Curtis, Hand, Harmon, Laird, Lathrom**  
**Reynolds Hall • 417.625.9376**

**Mission**

The Mathematics Department of Missouri Southern fills several key roles within the University. The Department contributes to the breadth of all majors on campus by providing the mathematics portion of the General Education requirements. For disciplines with a larger quantitative component, the Department offers courses that develop the mathematical tools that students in these disciplines will require. The Department provides a pair of courses to increase future elementary teachers' command of mathematics and imbue them with confidence in its use. For prospective middle school and secondary mathematics teachers, the department offers a comprehensive curriculum designed to ensure that these students have both a mastery of the material they will be teaching and a depth of understanding that will allow them to see this material in a larger context. Additionally, the Department provides a comprehensive mathematics major, preparing students for careers in the academic, industrial or governmental arenas and a computational mathematics option, which allows a student to obtain a double major in mathematics and computer science. The faculty of the Mathematics Department of Missouri Southern State University are committed to excellence in teaching and learning. Recognizing that a successful department is dependent on successful students, the faculty devotes a great deal of energy to communicating mathematics effectively both in and out of the classroom. Department faculty constantly pursue techniques to further the effectiveness of their teaching and to promote an environment conducive to the current and future success of its students.

In an increasingly technological society, applications of mathematics continue to increase in variety. Persons with quantitative ability and training are in high demand. Career opportunities exist in a diversity of fields such as engineering, computer science, economics, statistics, operations research, management and education. Missouri Southern graduates are enjoying success in all of these areas. Some graduates choose to begin careers immediately upon graduation; others choose to continue their education in graduate school. The curriculum is designed to prepare students for either path.

General Education Requirements for the bachelors and the associate of arts degree can be met with any mathematics course numbered 120 or above. Note the limitations on MATH 119 in the course description.

General education requirements for the associate of science degree can be met with any mathematics course numbered 030 or above.

For students majoring in mathematics, mathematics education, or computational math (or minoring in math), only courses in which they have earned a grade of 'C' or above can be used to satisfy departmental mathematics requirements and supporting requirements. Mathematics courses used as prerequisites require a grade of 'C' or better. Placement in the first college math course is based on the student's score on the Mathematics Section of the ACT. More information is available in the individual course description, the Mathematics Department Office or on the following website: [www.mssu.edu/math/place.htm](http://www.mssu.edu/math/place.htm).

**Bachelor of Science** ..... Major Code MA01**Mathematics Major  
Computational Mathematics Option**

<b>General Education Requirements (p. 45) 46-47*</b>	<b>39</b>
<b>Mathematics Requirements</b>	<b>34</b>
MATH 150 Calculus with Analytic Geometry I	5
MATH 250 Calculus with Analytic Geometry II	5
MATH 260 Calculus with Analytic Geometry III	3
MATH 300 Fundamentals of Mathematical Thought	3
MATH 340 Discrete Mathematics	3
MATH 350 Introduction to Numerical Analysis	3
MATH 351 Linear Algebra	3
MATH 361 Probability and Statistics I	3
MATH 371 Introduction to Operations Research	3
MATH Electives numbered above 320	3
<b>CIS Core Requirements</b>	<b>33</b>
CIS 110 Programming I	3
CIS 202 Information Systems I	3
CIS 210 Programming II	3
CIS 310 Database Management Systems I	3
CIS 315 Computer Networks	3
CIS 345 UNIX System Administration	3
CIS 350 Data Structures	3
CIS 375 IT Project Management	3
CIS 410 Information Systems II	3
CIS 425 Database Management Systems II	3
CIS 450 Operating Systems	3
<b>Supporting Requirements</b>	<b>10</b>
PHYS 250 General Physics I	2
PHYS 260 General Physics II	3
CHEM 151 General Chemistry I	5
<b>Electives</b>	<b>8</b>
<b>Total</b>	<b>124</b>

\*This program is the same as the Bachelor of Science in CIS, Computer Science (Computational MATH Option). See page 191. Students selecting this option will graduate with a double major, Mathematics and Computer Information Science.

\*\*Required mathematics, chemistry and physics courses satisfy major requirements and 8 hours of General Education Requirements

**Bachelor of Science** ..... Major Code MA00**Mathematics Major**

<b>General Education Requirements (p. 45) 46-47*</b>	<b>39</b>
<b>Mathematics Requirements</b>	<b>40</b>
MATH 150 Calculus with Analytic Geometry I	5
MATH 250 Calculus with Analytic Geometry II	5
MATH 260 Calculus with Analytic Geometry III	3
MATH 300 Fundamentals of Mathematical Thought	3
MATH 340 Discrete Mathematics	3
MATH 342 Abstract Algebra	3
MATH 351 Linear Algebra	3
MATH Electives numbered above 320**	15
<b>Supporting Requirements</b>	<b>16</b>
PHYS 250 General Physics I	2
PHYS 260 General Physics II	3
CHEM 151 General Chemistry I	5
CIS 110 Programming I	3
CIS 210 Programming II	3
<b>Electives</b>	<b>29</b>
<b>Total</b>	<b>124***</b>

\*Required mathematics, chemistry and physics courses satisfy major requirements and 8 hours of General Education Requirements.

\*\*Must include one from MATH 350, 371, or 452 to satisfy Computer Literacy requirement and either 330, 371, or 452 to satisfy Writing Intensive requirement.

\*\*\*Must include at least 40 Upper Division (300-400 level) hours.

**Bachelor of Science in Education** ..... Major Code ES15**Mathematics Major - Grades 9-12 Certification**

<b>General Education Requirements (p. 45) 46-47*</b>	<b>36</b>
<b>Mathematics Requirements</b>	<b>34</b>
MATH 150 Calculus with Analytic Geometry I	5
MATH 250 Calculus with Analytic Geometry II	5
MATH 260 Calculus with Analytic Geometry III	3
MATH 300 Fundamentals of Mathematical Thought	3
MATH 332 Geometry	3
MATH 340 Discrete Mathematics	3
MATH 342 Abstract Algebra	3
MATH 351 Linear Algebra	3
MATH 361 Probability and Statistics I	3
MATH 371 Introduction to Operations Research	3
OR	
MATH 452 Mathematical Models	3
<b>Supporting Requirements</b>	<b>16</b>
PHYS 250 General Physics I	2
PHYS 260 General Physics II	3
CHEM 151 General Chemistry I	5
CIS 110 Programming I	3
CIS 210 Programming II	3
<b>Education Certification Requirements (p. 180)</b>	<b>40-42</b>
<b>Total</b>	<b>126-128</b>

\*Required courses in mathematics, chemistry, physics and psychology satisfy major requirements and 11 hours of the General Education Requirements.

**Minor in Mathematics**

Minor Code.....MA80

MATH 150 Calculus with Analytic Geometry I	5
MATH 250 Calculus with Analytic Geometry II	5
MATH Electives numbered above 250*	11
<b>Total</b>	<b>21</b>

\*At least 6 hours Upper Division (excluding MATH 302).

**COURSE DESCRIPTIONS:  
MATHEMATICS****MATH 0020 • Beginning Algebra****Fall, Spring & Summer • 3 Credit Hours**

The real number system, solving and graphing linear equations and inequalities, applications of linear equations, and systems of linear equations. No credit toward baccalaureate degree.

**MATH 0025 • Accelerated Beginning Algebra****Demand • 2 Credit Hours**

Linear equations and inequalities with applications, graphing linear equations, systems of linear equations and inequalities, exponents. Other topics may be covered as time permits. Designed as a preparation for intermediate algebra for those students already having mastered real number arithmetic and solution of basic linear equations. No credit toward baccalaureate degree. Prerequisite: One year of high school algebra and score of at least 16 on the ACT Mathematics Section or qualifying score on the Mathematics Placement test.

**For additional information contact:****Dr. Kerry D. Johnson • Reynolds Hall 212****417.625.9675 • johnson-k@mssu.edu**

**MATH 0030 • Intermediate Algebra****Fall, Spring & Summer • 3 Credit Hours**

Factoring, solving quadratic equations, operations on polynomials, operations on rational expressions, solving rational equations, operations on radicals, solving radical equations. Prerequisite: A Math ACT score of 19 (or higher) or MATH 020 or MATH 25 with a grade of 'C' or better. No credit towards a baccalaureate degree.

**MATH 0119 • Math for Elementary Teachers I****Fall & Spring • 3 Credit Hours**

The real number system and its subsystems, relations and functions, numeration systems. Prerequisite: One year of high school algebra and one of the following: a) MATH 030 with a grade of 'C' or better, b) a score of 22 or above on the ACT Mathematics Section or c) a qualifying score on the departmental placement exam. (Will not meet the General Education mathematics requirements for non-elementary education majors.)

**MATH 0120 • Math for Elementary Teachers II****Fall & Spring • 3 Credit Hours**

A continuation of MATH 119. Geometric concepts in two and three dimensions, networks, constructions and similarity, probability and an introduction to statistics. This course satisfies the general education mathematics requirement for elementary education majors. Prerequisite: MATH 119 with a grade of 'C' or higher or permission of department.

**MATH 0125 • Contemporary Mathematics****Fall, Spring & Summer • 3 Credit Hours**

Introduction to various areas of mathematics, such as geometry, statistics, set theory, algebra and other topics. Satisfies the requirement in mathematics for General Education. Prerequisites: A Math ACT score of 22 (or higher) or MATH 030 with a grade of 'C' or higher.

**MATH 0129 • Finite Mathematics****Fall, Spring & Summer • 3 Credit Hours**

This course is designed for majors in the School of Business. The main topics for the course include: Functions and graphs (linear, polynomial, exponential, and logarithmic), linear programming, sets and probability, and an introduction to statistics. All topics emphasize applications in a business environment. Prerequisite: A Math ACT score of 22 (or higher) or MATH 030 with a grade of 'C' or higher.

**MATH 0130 • College Algebra****Fall, Spring & Summer • 3 Credit Hours**

A study of functions and their graphs; including linear and quadratic, polynomial, rational, exponential, and logarithmic functions. Prerequisites: A Math ACT score of 22 (or higher) or MATH 030 with grade of 'C' or higher.

**MATH 0135 • Trigonometry****Fall, Spring & Summer • 3 Credit Hours**

Trigonometric functions and applications, right triangle trigonometry, radian measure and applications, graphing trigonometric functions, using and verifying trigonometric identities, using sum, difference, half, and double angle formulas, solving trigonometric equations, inverse trigonometric functions, the law of sines and the law of cosines. Prerequisite: A Math ACT score of 22 (or higher) or MATH 030 with grade of 'C' or higher.

**MATH 0140 • Algebra and Trigonometry****Fall & Spring • 5 Credit Hours**

Equivalent of MATH 130 and MATH 135. Prerequisites: A Math score of 22 (or higher) or MATH 030 with a grade of 'C' or higher. Only two hours credit for students with MATH 135 or MATH 130 credit. No credit for students with credit for MATH 130 and MATH 135.

**MATH 0150 • Calculus with Analytic Geometry I****Fall & Spring • 5 Credit Hours**

Limits, differentiation, and integration of algebraic and transcendental functions as well as the application of these concepts to real world situations. Prerequisite: MATH 140 (or MATH 130 & 135) with a grade of 'C' or higher or a Math ACT score of 27 (or higher).

**MATH 0250 • Calculus with Analytic Geometry II****Fall & Spring • 5 Credit Hours**

Differentiation and integration of transcendental functions, parametric equations, conic sections and polar coordinates. Infinite series. Applications to physical problems. Prerequisite: MATH 150 with a grade of 'C' or better.

**MATH 0260 • Calculus with Analytic Geometry III****Fall & Spring • 3 Credit Hours**

Solid analytic geometry, partial differentiation and multiple integrals. Applications to physical problems. Prerequisite: MATH 250 with a grade of 'C' or better.

**MATH 0300 • Fundamentals of Mathematical Thought****Spring • 3 Credit Hours**

Introduction to proofs, sets, logic, predicate calculus, relations, partitions, functions, and cardinality. Includes topics in number theory, discrete mathematics, analysis, and algebra. Prerequisite or co-requisite: MATH 260 with a "C" or better.

**MATH 0302 • Applied Calculus****Spring • 3 Credit Hours**

Calculus applications of differentiation and integration in business, social science, life sciences, and engineering technology. Prerequisites: MATH 130 or MATH 131 with a grade of 'C' or better. Will not count toward a major or minor in mathematics.

**MATH 0310 • Elementary Statistics****Fall, Spring & Summer • 3 Credit Hours**

Provides a basic statistical background for the various majors for advanced study in their specialties. Topics to be covered include data summary, measures of central tendency and variation, linear regression, and hypothesis testing with applications to health, social, managerial, biological and physical sciences. This course satisfies the General Education Requirements in mathematics. Prerequisite: MATH 120 (or higher) with a grade of 'C' or better.

**MATH 0312 • Problems of Teaching Arithmetic in the Elementary Schools****Fall & Spring • 3 Credit Hours**

(See EDUC 312 for description.) Will not count toward a major in mathematics. Prerequisite: MATH 119 and completion of Junior Block.

**MATH 0315 • Algebraic Structures for Teachers****Summer • 3 Credit Hours**

An introduction to modern algebra: Sets, relations and functions, groups, rings, integral domains and fields. The course will emphasize activities that incorporate these topics in the middle school/junior high mathematics curriculum. Will not count toward a major in mathematics. Prerequisite: MATH 150 with a grade of 'C' or better.

**MATH 0322 • Differential Equations****Spring • 3 Credit Hours**

Ordinary differential equations of first and second order, linear equations with constant coefficients, Laplace transforms, power series solutions, numerical solutions, with applications. Prerequisite: MATH 250 with a grade of 'C' or better.

## COURSE DESCRIPTIONS MATHEMATICS (CONTINUED)

### **MATH 0330 • History of Math**

**Fall (Odd) • 3 Credit Hours**

A multicultural approach to the history of mathematics from the beginnings to the discovery of Calculus. A study of the people and ideas that have shaped events in mathematics history. Historical and contemporary problems that reinforce ideas and methods of the past and present. Construction of a world map depicting important times and places in history. Prerequisite: MATH 250 with a grade of 'C' or better.

### **MATH 0332 • Geometry**

**Fall (Even) • 3 Credit Hours**

Geometric theory from a modern axiomatic viewpoint. Includes an introduction to finite, projective, Euclidean and non-Euclidean geometries. Prerequisite: MATH 250 with a grade of 'C' or better.

### **MATH 0339 • Teaching Mathematics in Secondary Schools**

**Fall • 3 Credit Hours**

Introduction to the instructional planning, materials and methods of teaching mathematics in the secondary schools. Includes brief survey of the history of algebra, discrete mathematics, Euclidean and Non-Euclidean geometry, measurement, probability and statistics, and calculus. Will not count toward a major in mathematics.

### **MATH 0340 • Discrete Mathematics**

**Fall • 3 Credit Hours**

Introduction to discrete mathematics which serves as a foundation for topics in computer science. Topics include: foundations of discrete mathematics, algorithms, graphs/trees, Boolean algebra, recurrence relations, combinatorics, and other topics as time allows. Prerequisite: MATH 260 or consent of the department head.

### **MATH 0342 • Abstract Algebra**

**Fall (Odd) • 3 Credit Hours**

An introduction to abstract algebra: groups, permutations, cosets, homomorphisms, factor groups, rings, fields, integral domains, and ideals. Prerequisite: MATH 300 with a grade of "C" or better.

### **MATH 0350 • Introduction to Numerical Analysis**

**Fall (Even) • 3 Credit Hours**

Error analysis, solution of polynomial and transcendental equations, collocation polynomials, matrix methods, numerical differentiation and integration. Prerequisite: MATH 250 with a grade of 'C' or better and CIS 110 or higher with a grade of 'C' or better.

### **MATH 0351 • Linear Algebra**

**Spring • 3 Credit Hours**

Algebra of linear equations and matrices, vector spaces, linear mappings and transformations, determinants, bilinear and quadratic forms, linear functionals, vector inner products and cross products. Prerequisite: MATH 300 with a grade of 'C' or better.

### **MATH 0361 • Probability and Statistics I**

**Fall • 3 Credit Hours**

Theory of probability using concepts and methods of calculus. A study of discrete and continuous distributions. The central limit theorem. Prerequisite: MATH 260 with a grade of 'C' or better.

### **MATH 0371 • Introduction to Operations Research**

**Fall (Odd) • 3 Credit Hours**

Operations research/management science for computer science and mathematics students. Topics include linear and integer programming, project scheduling, inventory models and queuing theory. Prerequisites: MATH 260 with a grade of C or better and CIS 210 with a grade of C or better or equivalent computer programming ability.

### **MATH 0375 • Seminar in Advanced Problem Solving**

**Demand • 1 Credit Hour**

Techniques, strategies and reasoning tools useful for solving sophisticated mathematical problems from various areas and combinations of areas of mathematics. Prerequisite: MATH 300 with a grade of 'C' or better.

### **MATH 0407 • Overcoming Math Anxiety**

**Demand • 2 Credit Hours**

Designed to help students overcome their personal mathematics anxiety, this course will also teach students how to stop the math anxiety cycle for their prospective elementary school students. Using a variety of intervention strategies and instruction in elementary education mathematics and mathematics education pedagogy, the course will enable students to help reduce, prevent and eliminate fear and avoidance of mathematics in future generations of students. Prerequisite: MATH 111 or MATH 119.

### **MATH 0421 • Introduction to Advanced Calculus**

**Spring (Odd) • 3 Credit Hours**

Methods of real analysis, basic topology of real numbers, sequences and series, the derivative and the Riemann integral. Prerequisite: MATH 300 with a grade of 'C' or better.

### **MATH 0452 • Mathematical Models**

**Fall (Even) • 3 Credit Hours**

Applying mathematics in formulating and analyzing models for real world problems. Topics include deterministic models, graphs as models, stochastic models and computer simulation. Prerequisite: MATH 260 with a grade of 'C' or better and CIS 210 with a grade of 'C' or better or equivalent computer programming ability.

### **MATH 0462 • Probability and Statistics II**

**Spring (Even) • 3 Credit Hours**

Distributions of discrete and continuous random variables, sampling distributions and estimation of parameters. Investigation of the techniques of hypothesis testing, correlation and regression. Prerequisite: MATH 361 with a grade of 'C' or better.

### **MATH 0485 • Topics in Mathematics**

**Spring • 3 Credit Hours**

Advanced topics in mathematics. Each year a topic will be chosen from Complex Variables, Number Theory, Partial Differential Equations, Topology and Numerical Analysis, with the possibility of additional topics subject to demand. Prerequisites: MATH 260 with a grade of 'C' or better, with additional prerequisites depending on the topic.

### **MATH 0498 • Advanced Topics in Mathematics**

**Demand • 1-3 Credit Hours**

Designed to give advanced instruction in some area of mathematics not covered in other courses. For upper division majors. Prerequisites to be determined by the department.

### **MATH 0499 • Independent Study**

**Demand • 1-3 Credit Hours**

Course structured by the advisor with approval of the department head and school dean. Prerequisite: Advanced standing in the major field with a GPA of 3.0. Students must make application several weeks in advance. Registration must be approved by the advisor, department head and school dean. See department head for details.

# MUSIC



## FACULTY:

**Fronzaglia - Chair, Cifelli, Michelle Espinosa, Rick Espinosa, Green, Macomber, Sharlow, Smith, Snodgrass, Wilson, Wise**  
**Fine Arts Building • 417.625.9318**

## Mission

The Music Department of Missouri Southern State University seeks to serve the University and its many constituents, in the following ways: by providing access to a general foundation in music education, by providing professional preparation to individuals interested in selected fields of study within the discipline of music, by providing an environment of cultural enrichment and by providing departmental support to the institutional commitment of the International Mission.

The Music Department acknowledges these activities as parts of its Mission:

- music performance
- teacher preparation
- community involvement

## Bachelor of Arts ..... Major Code MU00

### Music Major

<b>General Education Requirements (p. 45) .....</b>	<b>47</b>
<b>Foreign Language (four courses in one language) .....</b>	<b>12</b>
<b>Music Requirements .....</b>	<b>65</b>
MUS 111 Music Theory I .....	4
MUS 112 Music Theory II* .....	4
MUS 182 Conducting Techniques* .....	2
MUS 211 Music Theory III* .....	3
MUS 212 Music Theory IV* .....	3
MUS 240 Recital Attendance (8 semesters) .....	Cr.
MUS 311 History of Music I* .....	3
MUS 312 History of Music II* .....	3
MUS 420 Form and Analysis* .....	3
MUS 433 Instrumental & Vocal Arranging* .....	4
MUS 443 Advanced Choral Conducting**** .....	2
MUS 444 Advanced Instrumental Conducting**** .....	2
MUS 450 Senior Recital* .....	Cr.
Large Music Ensemble (8 semesters)*** .....	8
Private study in one area (8 semesters) .....	16
Piano requirements**# .....	4
Music Electives# .....	4
<b>Total .....</b>	<b>124**</b>

\*See Prerequisites

\*\*Must include at least 40 Upper Division (300-400 level) hours.

\*\*\*Must be taken the last eight semesters of residency.

\*\*\*\*Voice majors may substitute with MUS 309 Choral Techniques.

\*\*\*\*\*Instrumental majors may substitute with MUS 413 Instrumental Music Methods.

^Typical Piano sequence: Class Piano 103, 104, 203, remaining credits can be filled with repeat enrollment in MUS 203 (until piano proficiency is passed) or Applied Piano credits (MUS 125, 126, 325, 326). Students with advanced piano skills may be eligible to test out of piano courses with approval of the department. (Also see Credit Options: "Advanced Standing Examination: (on p. 43.)

#Piano majors must take 4 semester hours of music electives in lieu of the applied Piano elective. This is in ADDITION to the 4 credits of music electives required of all BA music majors.

- the consistent delivery of a quality-driven curriculum
- support of the institutional International Mission through travel, studies conducted abroad, international performance and studies directed in support of the International Semester
- promote varied musical opportunities grounded in the Liberal Arts

The Department of Music offers 2 Bachelor of Arts degrees and a Bachelor of Science in Education degree with a major in Music. Each degree prepares graduates for performance, studio teaching and/or continued study toward an advanced degree. In addition, the Bachelor of Science in Education degree prepares graduates for teaching in public education.

General education requirements for one course in Area F, Humanities and Fine Arts, are fulfilled by MUS 110 Music Appreciation and/or MUS 106 World Music.

All music majors (with exception of piano majors) are required to pass a piano proficiency examination prior to graduation. Students must continue to enroll in piano courses regardless of credit requirements until piano proficiency is passed.

## Bachelor of Arts ..... Major Code MU01

### Music Industry Major

<b>General Education Requirements (p. 45) .....</b>	<b>43-44</b>
<b>Foreign Language (four courses in one language) .....</b>	<b>12</b>
<b>Business Courses .....</b>	<b>26</b>
ACCT 201 Principles of Financial Accounting .....	3
ENT 202 Business Opportunities and Innovation. ....	1
ENT 210 The Management Process for Entrepreneurs. ....	1
GB 301 Legal Environment of Business I. ....	3
GB 320 Business Communication* .....	3
MGMT 237 Management Information Systems* .....	3
MGMT 350 Fundamentals Of Organizational Management* .....	3
MRKT 300 Principles of Marketing* .....	3
MRKT 401 Integrated Marketing Communication* .....	3
MRKT 405 eMarketing* .....	3
<b>Music Requirements .....</b>	<b>34-35</b>
MUS 240 Recital Attendance (4 semesters) .....	0
MUS 111 Music Theory I. ....	4
MUS 112 Music Theory II .....	3
MUS 311 History of Music I. ....	3
MUS 312 History of Music II .....	3
MUS 200 Level Applied Music major .....	4
MUS 400 Level Applied Music major .....	4
MUS 100 Level Large Ensemble .....	2
MUS 300 Level Large Ensemble .....	2
MUS 103/104-203 Class Piano/Applied Piano Elective**	
OR	
MUS 100 Level Applied Music Elective .....	2
MUS 410 Music Industry & Copyright .....	2
MUS 412 Music Technology .....	2
MUS 470 Internships in Music Industry. ....	3-4
<b>Additional Requirements .....</b>	<b>9</b>
CIS 110 Programming I. ....	3
CIS 308 Website Administration I .....	3
TH 382 Sound Design .....	3
<b>Total .....</b>	<b>124-126</b>

\*See Prerequisites

\*\* It is STRONGLY recommended that students take Class Piano 203 if Piano proficiency has not been passed after two semesters of Class Piano (MUS 103, MUS 104)

Note: the music content within this degree DOES NOT meet minimum requirements for the BA in Music degree. The minimum undergraduate music requirements permitting pursuit of a graduate degree in music would not be met by this degree track.

**Bachelor of Science in Education** ..... Major Code ES14  
**Music Major - Grades K-12 Certification**  
**Single Teaching Field**  
**Option One - Instrumental Emphasis**

**General Education Requirements (p. 45) ..... 43-44**

<b>Music Requirements</b> .....	64
MUS 111 Music Theory I.....	4
MUS 112 Music Theory II** .....	4
MUS 182 Conducting Techniques** .....	2
MUS 211 Music Theory III** .....	3
MUS 212 Music Theory IV** .....	3
MUS 231 String Techniques.....	1
MUS 232 Brass Techniques.....	1
MUS 233 Percussion Techniques (Not open to percussion majors. Percussion majors must substitute a 2nd semester of MUS 232 or 234.).....	1
MUS 234 Woodwind Techniques .....	1
MUS 240 Recital Attendance (7 semesters) .....	Cr.
MUS 311 History of Music I** .....	3
MUS 312 History of Music II** .....	3
MUS 333 Music for the Elementary Grades*** .....	2
MUS 411 Marching Band Methods** .....	2
MUS 413 Instrumental Music Methods .....	2
MUS 420 Form and Analysis** .....	3
MUS 433 Instrumental & Vocal Arranging** .....	4
MUS 444 Advanced Instrumental Conducting** .....	2
MUS 450 Senior Recital** .....	Cr.
MUS Piano (opt. b)/Wind Instrument (opt. a)**** .....	2

\*\*\*\*(opt. a) Instrumental Major, other than piano: two Semester Hours of piano study or the equivalent (Class piano may be included).  
 (opt. b) Piano Major: two Semester Hours of private study on a wind instrument or the equivalent.

It is STRONGLY recommended that students take Class Piano 203 if Piano proficiency has not been passed after two semesters of Class Piano (MUS 103, MUS 104)

Private study as a major in one area (7 semesters) .....	14
Large Ensemble (7 semesters)***** .....	7

Brass, Woodwind or Percussion Major: the seven semesters of large ensemble must be in band.  
 String Major: the seven semesters of large ensemble may be in band or choir.

Piano Requirements\*\*^#

\*\*^#Typical piano sequence: Class Piano 103, 104, 203. Students with advanced piano skills may be eligible to test out of piano courses with approval of the department (Also see Credit Options: Advanced Standing Examination: on p. 47.) Piano major: two semesters hours of private study on a wind instrument or the equivalent.

<b>Professional Education Requirements (p. 180) .....</b>	<b>42-43</b>
<b>Total .....</b>	<b>149-151</b>

\*The required course in psychology satisfies both certification requirements and three hours of General Education Requirements.

\*\*See Prerequisites

\*\*\*Must be completed prior to the Professional Semester of supervised teaching.

\*\*\*\*\*Must be taken the seven semesters immediately prior to the student teaching semester.

**Minor in Music**

Minor Code.....MU80

MUS 111 Music Theory I.....	4
MUS 112 Music Theory II.....	4
Large Ensemble .....	4
Applied Music Elective (2 Semesters) .....	2
Music Electives* .....	7
<b>Total .....</b>	<b>21</b>

\*Must be made with prior approval of music advisor, 6 must be Upper Division.

**Bachelor of Science in Education** ..... Major Code ES22  
**Music Major - Grades K-12 Certification**  
**Single Teaching Field**  
**Option Two - Vocal Emphasis**

**General Education Requirements (p. 45) ..... 43-44**

<b>Music Requirements</b> .....	64
MUS 111 Music Theory I.....	4
MUS 112 Music Theory II** .....	4
MUS 182 Conducting Techniques** .....	2
MUS 211 Music Theory III** .....	3
MUS 212 Music Theory IV** .....	3
MUS 240 Recital Attendance (7 semesters) .....	Cr.
MUS 309 Choral Techniques.....	2
MUS 311 History of Music I** .....	3
MUS 312 History of Music II** .....	3
MUS 333 Music for the Elementary Grades*** .....	2
MUS 409 Choral Literature .....	2
MUS 420 Form and Analysis** .....	3
MUS 433 Instrumental & Vocal Arranging** .....	4
MUS 443 Advanced Choral Conducting* .....	2
MUS 450 Senior Recital** .....	Cr.
MUS Piano (opt. a)/Voice (opt. b)**** .....	6

\*\*\*\*(opt. a) Piano Major: six Semester Hours of private voice study or the equivalent.

(opt. b) Voice Major: six Semester Hours of piano study or the equivalent (two semesters of private study following the satisfactory completion of four semesters of class piano).

Private study as a major in one area (7 semesters) .....	14
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Concert Chorale (7 semesters)***** .....	7
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Piano Requirements\*(except piano majors)

\*^Typical piano sequence: Class Piano 103, 104, 203. Students with advanced piano skills may be eligible to test out of piano courses with approval of the department (Also see Credit Options: Advanced Standing Examination: on p. 43.) Piano major: two semesters hours of private study on a wind instrument or the equivalent.

<b>Professional Education Requirements (p. 180) .....</b>	<b>42-43</b>
<b>Total .....</b>	<b>149-151</b>

\*The required course in psychology satisfies both certification requirements and three hours of General Education Requirements.

\*\*See Prerequisites

\*\*\*Must be completed prior to the Professional Semester of supervised teaching.

\*\*\*\*\*Must be taken the seven semesters immediately prior to the student teaching semester.

**Bachelor of Science in Education** ..... Major Code ES11  
**Music Major - Grades K-12 Certification**  
**Single Teaching Field**  
**Option 3 - Double Certification (Vocal/ Instrumental)**

**General Education Requirements (p. 45) ..... 43-44**

All of the requirements listed for Option I and Option II, either (a) or (b), with the exception of the applied major requirement. ....	59
Private study as an applied major in one primary area (7 semesters) ...	14
Private study as an applied elective in one secondary area (4 semesters) .....	8
A proficiency test in the secondary major area must be passed before graduation.	
A senior recital will be required only in the primary applied area.	

<b>Professional Education Requirements (p. 180) .....</b>	<b>42-43</b>
<b>Total .....</b>	<b>166-168</b>

\*The required course in psychology satisfies both certification requirements and 3 hours of General Education Requirements.

## COURSE DESCRIPTIONS: MUSIC

### MUS 0101 • Jazz Styles & Appreciation

**Spring • 3 Credit Hours**

This survey course is geared to the non-musician and explores the stylistic periods of jazz as well as its most influential performers, starting with its roots in the music of West Africa through the years of Dixieland, Swing, Bebop, Cool and Progressive Jazz. Music literature, style and performance are examined, along with the lives of significant composers/musicians and their impact on the cultural, philosophical and aesthetic issues of their day.

### MUS 0102, 0202, 0302, 0402 • Opera or Musical Theatre Performance

**Demand • 1 Credit Hour**

Performance of a role along with active participation in the different areas of staging the musical or opera. Credit is applied after departmental evaluation and approval at the end of the semester. (Students may not receive credit from both the theatre department and music department for the same production.)

### MUS 103 • Class Piano I

**Fall • 1 Credit Hour**

Beginning piano for majors with little or no background. Emphasis on keyboard orientation, intervallic reading and I, IV, V chord structures.

### MUS 104 • Class Piano II

**Spring • 1 Credit Hour**

A continuation of Class Piano 103. Emphasis on improving reading skills and musicianship. Includes elementary repertoire, harmonization and accompaniment. Prerequisite: MUS 103 or approval of instructor.

### MUS 0106 • World Music

**Fall & Spring • 3 Credit Hours**

An ethnomusicological survey of select indigenous musics and their cultures. The musical cultures selected for study are not those found in Eurocentric (Western art) musics. There are no prerequisites.

### MUS 0110 • Music Appreciation

**Fall, Spring & Summer • 3 Credit Hours**

A survey of masterpieces of Western musical literature; intended for non-music major.

### MUS 0111 • Music Theory I

**Fall • 4 Credit Hours**

Basic fundamentals of music with initiation of harmonic analysis, partwriting and ear training. Basic course for music majors; others by consent of instructor.

### MUS 0112 • Music Theory II

**Spring • 4 Credit Hours**

Sequential course in written harmony, including inversion, seventh chords, non-harmonic tones and ear training. Prerequisite: MUS 111.

### MUS 0121 & 0321 / 0122 & 0322 • Concert Chorale

**Fall (121 & 321) • Spring (122 & 322) • 1 Credit Hour**

Open to all university students. Preparation and performance of great choral works. Prerequisite: Permission of instructor. Lower division may be taken twice for credit and upper division three times.

### MUS 0133 • Opera

**Demand • 2 Credit Hours**

History, production and performance of one act operas, operatic excerpts, musicals and light opera. Academic concentration the first six weeks on opera history and opera production with the last 10 weeks focusing upon the particular opera selected for production the spring semester of that year.

### MUS 0141 & 0341 / 0142 & 0342 • Jazz Orchestra

**Fall & Summer (141 & 341) • Spring (142 & 342) • 1 Credit Hour**

A jazz ensemble open to all students who are qualified instrumentalists. The Jazz Orchestra will prepare and present several concerts during the year, while dealing primarily with music of the jazz idiom. Prerequisite: Permission of instructor. Lower division may be taken twice for credit and upper division three times. Co-requisite: MUS 191, 391, 192 or 392.

### MUS 0151 & 0351 / 0152 & 0352 • Orchestra

**Fall (151 & 351) • Spring (152 & 352) • 1 Credit Hour**

Open to all qualified students who play orchestral instruments. Rehearsal and public performance of standard orchestral literature. Prerequisites: Permission of director of orchestra. Lower division may be taken twice for credit and upper division three times.

### MUS 0161 & 0361 / 0162 & 0362 • Jazz Unlimited

**Fall (161 & 361) • Spring (162 & 362) • 1 Credit Hour**

Jazz Unlimited, the highly-select popular music ensemble, provides the serious singer the opportunity to prepare and present a variety of jazz, Broadway, popular music, and Renaissance madrigals. A small recruitment tour happens in both semesters. Prerequisite: Audition at the start of the semester. Co-requisite: Concert Chorale MUS 121, 321 (F) and 122, 322 (S).

### MUS 0171 & 0371 / 0172 & 0372 • Brass Choir

**Fall (171 & 371) • Spring (172 & 372) • 1 Credit Hour**

Open to all students with band instrument experience. Performance of literature for brass ensemble. Lower division may be taken twice for credit and upper division three times.

### MUS 0182 • Conducting Techniques

**Spring • 2 Credit Hours**

Baton technique, factors in interpretation, score reading and rehearsal procedures for instrumental and vocal organizations. Included is experience conducting live rehearsals. Prerequisite: MUS 211.

### MUS 0183 & 0383 / 0184 & 0384 • Percussion Ensemble

**Fall (183 & 383) • Spring (184 & 384) • 1 Credit Hour**

Select chamber ensemble open to percussion majors and other qualified percussionists. Includes the study and performance of a cross-section of literature for percussion ensemble to include classical, popular and ethnic styles. Prerequisite: Permission of instructor. Lower division may be taken twice for credit and upper division three times.

### MUS 0185 & 0385 / 0186 & 0386 • Woodwind Chamber Ensemble

**Fall (185 & 385) • Spring (186 & 386) • 1 Credit Hour**

Select chamber ensemble open to woodwind majors and other qualified woodwind performers. Includes the study and performance of literature for various woodwind ensembles including classical, romantic and 20th century music. Prerequisite: Permission of instructor. Lower division may be taken twice for credit and upper division three times.

### MUS 0187 & 0387 / 0188 & 0388 • Wind Ensemble

**Fall (187 & 387) • Spring (188 & 388) • 1 Credit Hour**

This select ensemble is open to instrumental music majors and non-majors of qualified musical ability. The ensemble will study and perform challenging wind ensemble and symphonic band literature from the baroque, classical, romantic and 20th century contemporary music. The ensemble will prepare and present several concerts during the year. Prerequisite: Permission of instructor. Lower division may be taken twice for credit and upper division three times.

## **COURSE DESCRIPTIONS: MUSIC (CONTINUED)**

### **MUS 0191, 0391 • Marching Band**

**Fall • 1 Credit Hour**

Open to all qualified students with high school band experience. A study and practice of the fundamentals of drill and presentation of musical marching maneuvers. Prerequisite: Permission of instructor. Lower division may be taken twice for credit and upper division three times.

### **MUS 0192, 0392 • Concert Band**

**Spring • 1 Credit Hour**

Open to all qualified students with band instrument experience. Rehearsal and public performances of composite repertoire. Prerequisite: Permission of instructor. Lower division may be taken twice for credit and upper division three times.

### **MUS 203 • Class Piano III**

**Fall & Spring • 1 Credit Hour**

A continuation of Class Piano 104. Emphasis on developing the skills required to pass the Piano Proficiency Exam. Repeatable until piano proficiency is achieved. Prerequisite: MUS 104 or approval of the instructor.

### **MUS 0211 • Music Theory III**

**Fall • 3 Credit Hours**

Secondary dominant functions, augmented sixth chords, advanced chromatic and enharmonic modulation, introduction to contemporary styles and short original compositions. Prerequisite: MUS 112.

### **MUS 0212 • Music Theory IV**

**Spring • 3 Credit Hours**

A study of selected contemporary styles: pan-triadic, bitonal and poly-chordal, quartal harmony, pandiatonicism, serial techniques and short original compositions. Prerequisite: MUS 211.

### **MUS 0215 • Vocal Pedagogy**

**Spring (Even) • 2 Credit Hours**

An introduction to the science and teaching of singing. Emphasis is placed upon the study of the physiology and anatomy, breathing and phonation and acoustics of the vocal instrument as well as the pedagogical approaches to training the singing voice.

### **MUS 0220 • Italian and German Vocal Diction**

**Fall (Odd) • 2 Credit Hours**

Applied voice students receive instruction in the correct pronunciation of Italian and German, as used in the study of vocal literature.

### **MUS 0221 • French and German Diction**

**Spring (Odd) • 2 Credit Hours**

Applied voice students receive instruction in the correct pronunciation of French and English, as used in the study of vocal literature.

### **MUS 0231 • String Techniques**

**Spring (Even) • 1 Credit Hour**

Class instruction in the string instruments, including a study of methods and materials to be used in the teaching of beginning students.

### **MUS 0232 • Brass Techniques**

**Fall (Odd) • 1 Credit Hour**

Class instruction in the brass instruments, including a study of methods and materials to be used in the teaching of beginning students.

### **MUS 0233 • Percussion Techniques**

**Spring (Odd) • 1 Credit Hour**

Class instruction in the percussion instruments, including a study of methods and materials to be used in the teaching of beginning students. Not open to percussion majors.

### **MUS 0234 • Woodwind Techniques**

**Fall (Even) • 1 Credit Hour**

Class instruction in the woodwind instruments, including a study of methods and materials to be used in the teaching of beginning students.

### **MUS 0240 • Recital Attendance**

**Fall & Spring • 0 Credit Hours**

Attendance at designated afternoon and evening recitals and concerts is required of all music majors each semester. BSE majors may take the course seven times for credit; BA performance majors may take the course eight times for credit, BA music industry majors may take the course four times for credit.

### **MUS 0243 • Musical Theatre**

**Fall (Odd) • 3 Credit Hours**

History, production and performance of musical theatre. Academic concentration on scenes from musicals with emphasis on acting, music and dance techniques needed for musical productions and focus upon representative musicals from the past fifty years and more specifically on the particular musical selected for production in the spring semester of that school year. Course also offered under TH 243.

### **MUS 0298 • Topics in Music**

**Demand • 1-3 Credit Hours**

Study of special topics in music not included in another course. Prerequisite: Permission of instructor.

### **MUS 0309 • Choral Techniques**

**Fall (Even) • 2 Credit Hours**

Designed to formulate principles for directing secondary and adult choral ensembles. Covers motivational techniques, including body language, verbal skills, understanding of the vocal mechanism and the function of rhythm in the musical phrase. Explores various organizational methods, rehearsal procedures and teaching materials. Also includes conducting techniques conducive to encouraging proper vocal technique. Prerequisite: MUS 182.

### **MUS 0311 • History of Music I**

**Fall (Even) • 3 Credit Hours**

General survey of history of music from Greek period to 18th century. Prerequisite: MUS 112.

### **MUS 0312 • History of Music II**

**Spring (Odd) • 3 Credit Hours**

From 18th century to the present. Score reading required. Prerequisite: MUS 112.

### **MUS 0332 • Music for the Elementary School**

**Fall & Spring • 2 Credit Hours**

Methods of teaching music in the elementary classroom and a study of materials to be used. (Not designated for Music Majors.)

### **MUS 0333 • Music for the Elementary Grades**

**Spring (Even) • 2 Credit Hours**

Methods of teaching music in the elementary classroom and a study of materials to be used. Restricted to music majors and advanced music students. Prerequisite: MUS 112.

### **MUS 0409 • Choral Literature**

**Spring (Even) • 2 Credit Hours**

Study of choral and vocal chamber literature from the early Renaissance through the twentieth century. Concentrate on performance styles of various types of choral literature. Prerequisite: MUS 211.

**MUS 410 • Music Industry and Copyright****Fall (Even) & Demand • 2 Credit Hours**

For music majors or related minors. Includes the study of career paths within the music industry, networking, copyright and intellectual property issues and music industry resources. Prerequisites: MUS 112, junior standing or permission of instructor.

**MUS 0411 • Marching Band Methods****Fall (Odd) • 2 Credit Hours**

Procedures needed in organization, promotion, equipping, rehearsing and performance of a marching band including study of musical repertoire and charting of field maneuvers. For music majors; others by consent of instructor. Prerequisite: 2 semesters marching band. Co-requisite: MUS 391.

**MUS 0412 • Music Technology****Spring (Odd) & Demand • 2 Credit Hours**

For music majors or related minors. Includes the study of music notation programs, midi programs and sequencing, audio editing, recording techniques and applications and applications of technology. Prerequisites: MUS 112, junior standing or permission of instructor.

**MUS 0413 • Instrumental Music Methods****Fall (Even) • 2 Credit Hours**

Acquaints instrumental music education majors with the administration and supervision of the instrumental program through the high school level. Content includes curriculum, schedules, budget, instructional techniques, classroom management, public relations, philosophy and psychology as they relate to instrumental music education. Prerequisite: MUS 182.

**MUS 0415 • Woodwind Literature and Pedagogy****Spring • 3 Credit Hours**

In this course students will study the major works written for the instruments of the woodwind family, as well as study of the more advanced concepts and techniques fundamental to teaching the instruments of the woodwind family. Pre-requisite: MUS 212 Music Theory IV.

**MUS 0420 • Form and Analysis****Fall (Odd) • 3 Credit Hours**

Harmonic and formal analysis of composition from the Baroque Era through contemporary music. Prerequisite: MUS 212.

**MUS 0433 • Instrumental & Vocal Arranging****Spring (Even) • 4 Credit Hours**

An in-depth study of wind, string and percussion instruments. Scoring for various instrumental and vocal combinations. Prerequisite: MUS 211.

**MUS 0443 • Advanced Choral Conducting****Spring (Odd) • 2 Credit Hours**

Conducting techniques specifically related to choral music. Prerequisite: MUS 182 hrs. cr.

**MUS 0444 • Advanced Instrumental Conducting Techniques****Fall (Even) • 2 Credit Hours**

Conducting skills, including irregular beat patterns, advance technical problems and methods developed for solving them. Prerequisite: MUS 182.

**MUS 0450 • Senior Recital****Fall & Spring • 0 Credit Hours**

A solo recital is required of all music majors. The recital is to be given within the last year of residency. Co-requisite: MUS 417, 427, 437, 447, 467, 418, 428, 438, 448, 458 or 468.

**MUS 491 • Internship in Music Industry****Fall, Spring & Summer • 3-4 Credit Hours**

For music majors. Includes the application of materials and fundamentals in a real world experience. Students will choose from the areas of: arts or artist management, music retail, arts related manufacturing and sales, recording industry and technology, theatrical industry and contemporary church music ministry for cooperative experience. Prerequisites: MUS 410, MUS 412, MGMT 350. Course may be repeated one time for a maximum of six credit hours.

**MUS 0498 • Advanced Topics in Music****Demand • 1-3 Credit Hours**

For upper division music majors or related majors. Topics and methods not included in other courses. Permission of instructor is required.

**MUS 0499 • Independent Study****Fall & Spring • 1-3 Credit Hours**

Designed for the individual who desires to explore a topic more completely than can be done in a regular course offering. Prerequisite: See General Regulations in the catalog.

**Applied Music Major (Private Lessons)**

Private study in: Brass, Piano, Percussion, String, Woodwind and Voice.

All lower division applied music offerings may be taken twice for credit and upper division three times.

MUS 0217, 0417	(S) Applied Music Brass Major	2 hrs. cr.
MUS 0227, 0427	(S) Applied Music Piano Major	2 hrs. cr.
MUS 0237, 0437	(S) Applied Music Percussion Major	2 hrs. cr.
MUS 0247, 0447	(S) Applied Music String Major	2 hrs. cr.
MUS 0257, 0457	(S) Applied Music Woodwind Major	2 hrs. cr.
MUS 0267, 0467	(S) Applied Music Voice Major	2 hrs. cr.
MUS 0218, 0418	(F) Applied Music Brass Major	2 hrs. cr.
MUS 0228, 0428	(F) Applied Music Piano Major	2 hrs. cr.
MUS 0238, 0438	(F) Applied Music Percussion Major	2 hrs. cr.
MUS 0248, 0448	(F) Applied Music String Major	2 hrs. cr.
MUS 0258, 0458	(F) Applied Music Woodwind Major	2 hrs. cr.
MUS 0268, 0468	(F) Applied Music Voice Major	2 hrs. cr.

**Elective in Jazz Improvisation****Fall & Spring**

A performance-oriented lab in jazz combo and small ensemble settings which includes study of chord types, scales, chord progressions, standard literature and transcription. Each course number may be taken eight times for credit.

MUS 0114	1 hr. cr.
MUS 0214	2 hrs. cr.



## Applied Music Elective (Private Lessons)

Private study in: Brass, Piano, Percussion, String, Woodwind and Voice. All lower division applied music offerings may be taken twice for credit and upper division three times.

MUS 0115, 0315	(S) Applied Music Brass Elective	1 hr. cr.
MUS 0125, 0325	(S) Applied Music Piano Elective	1 hr. cr.
MUS 0135, 0335	(S) Applied Music Percussion Elective	1 hr. cr.
MUS 0145, 0345	(S) Applied Music String Elective	1 hr. cr.
MUS 0155, 0355	(S) Applied Music Woodwind Elective	1 hr. cr.
MUS 0165, 0365	(S) Applied Music Voice Elective	1 hr. cr.
MUS 0116, 0316	(F) Applied Music Brass Elective	1 hr. cr.
MUS 0126, 0326	(F) Applied Music Piano Elective	1 hr. cr.
MUS 0136, 0336	(F) Applied Music Percussion Elective	1 hr. cr.
MUS 0146, 0346	(F) Applied Music String Elective	1 hr. cr.
MUS 0156, 0356	(F) Applied Music Woodwind Elective	1 hr. cr.
MUS 0166, 0366	(F) Applied Music Voice Elective	1 hr. cr.
MUS 0117, 0317	(S) Applied Music Brass Elective	2 hrs. cr.
MUS 0127, 0327	(S) Applied Music Piano Elective	2 hrs. cr.
MUS 0137, 0337	(S) Applied Music Percussion Elective	2 hrs. cr.
MUS 0147, 0347	(S) Applied Music String Elective	2 hrs. cr.
MUS 0157, 0357	(S) Applied Music Woodwind Elective	2 hrs. cr.
MUS 0167, 0367	(S) Applied Music Voice Elective	2 hrs. cr.
MUS 0118, 0318	(F) Applied Music Brass Elective	2 hrs. cr.
MUS 0128, 0328	(F) Applied Music Piano Elective	2 hrs. cr.
MUS 0138, 0338	(F) Applied Music Percussion Elective	2 hrs. cr.
MUS 0148, 0348	(F) Applied Music String Elective	2 hrs. cr.
MUS 0158, 0358	(F) Applied Music Woodwind Elective	2 hrs. cr.
MUS 0168, 0368	(F) Applied Music Voice Elective	2 hrs. cr.
MUS 0175, 0375	(S) Applied Music Composition Elective	1 hr. cr.
MUS 0176, 0376	(F) Applied Music Composition Elective	1 hr. cr.

**For additional information contact:**  
**Brian Fronzaglia • Music Building 206**  
**417.625.3061 • fronzaglia-b@mssu.edu**

## PARALEGAL STUDIES

### FACULTY:

**Wells-Lewis - Interim Chair, Derfelt**  
**Webster Hall 212 • 417.625.9794**

### Mission

The paralegal program is designed for the student seeking a career as a legal assistant working under the direction and supervision of an attorney in private practice, government service or legal aid. However, the knowledge and skills acquired in the paralegal program are also beneficial to students in the areas of law enforcement, prelaw, business law and political science. Students who wish to learn more about the legal system and how to develop their own skills in legal research for personal enrichment are also encouraged to enroll.

Students in the program will develop skills in research, preparation of legal memorandums and court documents and the professional rules that affect those working in the legal field. A focus on portfolio assignments that highlight these skills is found in many courses.

Students enrolled in the paralegal program may obtain a certificate or use it as a minor for any Bachelor of Arts or Bachelor of Science degree. Students who wish to take classes in paralegal studies only may receive a certificate for successfully completing 24 hours of coursework. The required courses are the same for the minor or the certificate. Students must have an advisor in paralegal studies. All Paralegal courses (PLS) are currently designed for online delivery only.

## Minor or Certificate in Paralegal Studies

Minor Code **PL80** / Certificate Code **PL81**

### General Education Requirements

ENG 101	College Composition I	3
Computer Literacy (CIS 105 or Demonstrated Proof of Competency)		3

### Paralegal Required Courses

PLS 201	Introduction to Legal Assistance	3
PLS 210	Law Office Management	3
PLS 304	Legal Research	3

### Paralegal Specialty Courses

Nine (9) hours from combination of courses listed below:

PLS 298	Topics in Paralegal Studies	3
PLS 313	Property	3
PLS 310	Ethics for the Legal Professional	3
PLS 314	Civil Litigation	3
PLS 324	Family Law	3
PLS 401	Wills, Trusts and Probate	3
PLS 491	Internship**	3
PLS 498	Senior Seminar**	3
PLS 499	Independent Study**	3

### General Legal Electives

Six (6) hours from combination of additional Paralegal Specialty

Courses listed above or the following General Legal Electives:

GB 301	Legal Environment of Business I	3
GB 302	Legal Environment of Business II	3
PSC 310	Law, Society, & Judicial Process	3
PSC 431	Constitutional Law I	3
PSC 432	Constitutional Law II	3
COMM 310	Communications Law	3
LE 250	Criminal Law	3
MGMT 411	Employment Law	3
<b>Total</b>		<b>24</b>

\*\*See Prerequisites

## COURSE DESCRIPTIONS: PARALEGAL STUDIES

### PLS 0201 • Introduction to Legal Assistance

**Fall • 3 Credit Hours**

American legal system with emphasis on the roles, skills and tasks of the paralegal. Topics include professional ethics, client interviewing and legal analysis.

### PLS 0210 • Law Office Management

**Spring • 3 Credit Hours**

Management and operation of the law office with emphasis on the practical aspects of processing cases, office workflow, billing and attorney-client and personnel relationships. Topics include the legal team, the attorney-client relationship, legal fees, timekeeping, filing and records management.

### For additional information contact:

**Dr. Joanna Derfelt**  
**Webster Hall 227**  
**417.625.9794 • derfelt-j@mssu.edu**

**PLS 0298 • Topics in Paralegal Studies****Demand • 3 Credit Hours**

Special topics of current interest to the student. Subjects are changed each semester. Students are encouraged to submit areas of interest to the Social Science Department.

**PLS 0304 • Legal Research****Fall (Odd) • 3 Credit Hours**

Research involved in case preparation; use of the law library and the various digests, encyclopedias, reports, etc., contained therein. Course may be cross-listed as PSC 304.

**PLS 0310 • Ethics for the Legal Professional****Fall • 3 Credit Hours**

This course introduces students to the study of legal ethics and professional responsibility for the legal professional – both paralegal and lawyer. A study of the most recent state cases and a review of the model rules adopted in local jurisdictions will be the primary focus as they are applied to situational factual patterns.

**PLS 0313 • Property****Spring (Odd) • 3 Credit Hours**

Laws relating to real and personal property with emphasis on the procedures and forms used in real estate transactions and conveyances such as deeds and contracts. Course may be cross-listed as PSC 313.

**PLS 0314 • Civil Litigation****Spring (Even) • 3 Credit Hours**

Process of civil litigation from filing to appeal including rules for instituting and conducting lawsuits before federal and state courts, rules of procedure and the preparation of pertinent legal forms. Course may be cross-listed as PSC 314.

**PLS 0324 • Family Law****Spring (Even) • 3 Credit Hours**

Laws regulating marriage, adoption, divorce, division of property, child custody and support, adult abuse and termination of parental rights and the preparation of pertinent legal forms. Course may be cross-listed as PSC 324.

**PLS 0401 • Wills, Trusts and Probate****Fall • 3 Credit Hours**

Law of wills, trusts and intestate succession; includes analysis of the administration and probate of estates and the preparation of pertinent legal forms.

**PLS 0491 • Internship****Demand • 3 Credit Hour**

An applied internship of 135 hours done under the supervision of a practicing professional who is directly engaged in a day-to-day application of the law (i.e. judges, attorneys, government officials) as approved by department head. Prerequisite: 12 hours of paralegal studies and/or consent of instructor.

**PLS 0498 • Advanced Topics in Paralegal Studies****Demand • 3 Credit Hours**

Comprehensive analysis and review of selected legal topics to be announced when course is offered. Prerequisite: 9 hours of paralegal studies or consent of instructor.

**PLS 0499 • Independent Study****Demand • 1-3 Credit Hours**

Study and research by the student under the direction and supervision of instructor/advisor with prior approval by department head and school dean. Prerequisites: 9 hours of Paralegal Studies and a minimum GPA of 3.0. Repeatable up to six credit hours.

**PHILOSOPHY****FACULTY:**

**Dworkin - Interim Chair, Barry Brown**  
**Kuhn Hall 417.625.9377**

**Mission**

The Department of English and Philosophy provides students with General Education introductory courses in philosophy that provide training and experiences in critical thinking and problem solving. The department also offers a minor in philosophy for students whose plans include graduate study and careers in fields such as medicine, law, theology and public service.

Philosophy deals with basic questions from all areas of life and thought—science, religion, art, morality and politics—and helps students refine their views on these subjects. Most importantly, philosophy teaches students how to think, how to analyze problems into their essential elements, how to decide which proposed solution to a problem is supported by the best evidence, how to separate relevant from irrelevant points and how to state issues clearly and precisely. While some philosophy students go to graduate school and become professional philosophers, most go on to careers in such areas as law, medicine, theology, business, government and public service. Philosophy students are highly successful in gaining admittance to law schools, medical schools, graduate schools of management and theological seminaries.

**Minor in Philosophy**

Minor Code.....PI80

**Critical Thinking**

PHIL 140 Critical Thinking ..... 3

**Ethics**PHIL 212 Ethics  
ORPHIL 312 Biomedical Ethics  
ORPSC 411 Great Political thinkers  
OR

A suitable selected topics course ..... 3

**History of Philosophy**

PHIL 301 Ancient Philosophy ..... 3

PHIL 302 Modern Philosophy ..... 3

**Philosophy Electives (at least three hours at 300 level or above) ..... 6****Total Hours ..... 18****COURSE DESCRIPTIONS:  
PHILOSOPHY****PHIL 0140 • Critical Thinking****Spring • 3 Credit Hours**

Introduction to logic, with special emphasis on common errors and fallacies in reasoning.

**PHIL 0201 • Introduction to Philosophy****Fall, Spring (Honors) & Summer • 3 Credit Hours**

Comparative survey of major types of philosophy and of representative problems in philosophy. Option for satisfying Area F General Education requirement.

## **COURSE DESCRIPTIONS: PHILOSOPHY (CONTINUED)**

### **PHIL 0212 • Ethics**

**Fall (Even) • 3 Credit Hours**

Exploration of the problems of value and personal moral standards, comparative survey of major ethical systems and evaluation of the chief ethical struggles in contemporary society. (Satisfies 3 hours of General Education requirements in Area F2, Humanities and Fine Arts.)

### **PHIL 0298 • Topics in Philosophy**

**Demand • 3 Credit Hours**

Studies in a variety of philosophical subjects. Topic open.

### **PHIL 0301 • Ancient Philosophy**

**Fall (Odd) • 3 Credit Hours**

Historical study of ancient philosophy, with special emphasis on the writings of Plato and Aristotle. Prerequisites: 3 hours of philosophy or permission of instructor.

### **PHIL 0302 • Modern Philosophy**

**Spring (Even) • 3 Credit Hours**

A survey of the major schools of western philosophy from 1550 to 1850. Prerequisites: 3 hours of philosophy or permission of instructor and ENG 101 and 102 or 111.

### **PHIL 0312 • Biomedical Ethics**

**Spring & Summer • 3 Credit Hours**

A comprehensive investigation of ethical problems relating to health care and the practice of medicine, including study of such issues as euthanasia and the right to die, abortion, confidentiality, patient rights and professional responsibilities, allocation of medical resources and medical experimentation. Prerequisite: ENG 101 and 102 or ENG 111. Cross-listed as HS 312.

### **PHIL 0313 • Medical Ethics**

**Demand • 2 Credit Hours**

An exploration focusing on recent important ethical problems relating to health care and the practice of medicine.

### **PHIL 0320 • Comparative Religion**

**Fall • 3 Credit Hours**

A philosophical and historical survey, emphasizing the world's major living religions. Prerequisite: ENG 101 and 102 or ENG 111. (Satisfies 3 hours of General Education requirements in Area I, Institutional Requirements).

### **PHIL 0420 • Philosophy of Science**

**Spring (Odd) • 3 Credit Hours**

Investigation of the nature and scope of scientific inquiry. Topics include the logic of scientific reasoning, the nature of scientific theories, the conceptual presuppositions of science and the relation between the natural and social sciences. Prerequisite: ENG 101 and 102 or ENG 111.

### **PHIL 0498 • Advanced Topics in Philosophy**

**Demand • 3 Credit Hours**

Comprehensive analysis of selected topics in philosophy. For upper division students.

### **PHIL 0499 • Independent Study**

**Demand • 1-3 Credit Hours**

Individually directed study in selected areas for advanced students. Prerequisite: GPA of 3.0 in philosophy. Enrollment must be approved by advisor, department head and school dean.

**For additional information on the  
Philosophy program, contact:  
Dr. Barry Brown • Kuhn Annex 106  
417.625.9659 • brown-b@mssu.edu**

## **PHYSICS & PRE-ENGINEERING**

**FACULTY:**

**Archer - Chair, Chelf, Marsh, McKee,  
Sundararajan & Yeboah-Forson  
Reynolds Hall 210 • 417.625.9766**

### **Mission**

The Chemical and Physical Sciences Department is a learning community dedicated to:

- delivering undergraduate instruction for physics and physics education majors
- offering physics courses suitable for students majoring in other fields
- offering general education requirement science courses in support of the university's liberal arts curriculum
- supporting a two year transfer program for students majoring in engineering
- providing a positive environment for students, staff and faculty

Physics graduates obtain a strong diversified background in science and mathematics which will qualify them to enter various areas of employment in industry, government or secondary education or for entrance into graduate programs in physics, engineering and many other disciplines. Students who plan to do graduate work in engineering should, with the help of a faculty advisor, select their free electives in the area they plan to enter.

The physics area of the Chemical and Physical Sciences Department participates in cooperative two-year pre-engineering programs which allow students to complete the first two years of an engineering degree at Missouri Southern and then transfer to an engineering school to complete the remaining two years of the degree.

### **Pre-Engineering**

The Chemical and Physical Sciences Department at Missouri Southern, in cooperation with the engineering staff at the Missouri University of Science and Technology and the University of Missouri-Columbia, have prepared booklets describing the Cooperative Engineering Program between these schools and MSSU. These booklets list the course sequence for a student taking the first two or two and one-half years of an engineering science curriculum at Southern and planning to transfer to MS&T or UMC. The plan also includes the courses the student will take at MS&T or UMC to complete a BS degree in various engineering disciplines. Engineering school General Education Requirements are different from liberal arts requirements so it is strongly recommended that the student consult with a pre-engineering advisor in the Chemical and Physical Sciences Department. Any student or advisor who desires a copy of the booklet should contact the Chemical and Physical Sciences Department.

Although most of the engineering programs are standard for the first two years, there are a few differences and thus the student should meet with a pre-engineering advisor during the first semester. If a student wishes to transfer to a school other than MS&T or UMC, it is suggested that the catalog of that school be reviewed for any differences in its program and the MS&T or UMC outline. College catalogs are available in the Reserve Area of Spiva Library. Any advisor who desires a copy of the booklet should contact the Chemical and Physical Sciences Department.

**Bachelor of Science Physics Major** ..... Major Code PH00  
**BS Physics Major (Engineering)** ..... Major Code PH01

<b>General Education Requirements (p. 45) 46-47*</b>	<b>39</b>
<b>Physics Requirements</b>	<b>36</b>
PHYS 250 General Physics I**	2
PHYS 260 General Physics II**	3
PHYS 290 General Physics III**	4
PHYS 291 General Physics III Lab	1
PHYS 301 Modern Physics**	4
PHYS 322 Classical Mechanics**	3
PHYS 341 Thermal Physics**	4
PHYS 372 Electronic Circuits**	4
PHYS 381 Intermediate Physics Laboratory**	3
PHYS 401 Electricity & Magnetism**	4
PHYS 452 Quantum Mechanics**	4
OR	
PHYS 480 Selected Topics in Physics & Engineering	3
PHYS 490 Seminar	1
<b>Supporting Requirements</b>	<b>24</b>
CHEM 151 General Chemistry I**	5
MATH 150 Calculus with Analytical Geometry I**	5
MATH 250 Calculus with Analytical Geometry II**	5
MATH 260 Calculus with Analytical Geometry III**	3
MATH 322 Differential Equations**	3
CIS 110 Programming I	3
<b>Electives***</b>	<b>25</b>
<b>Total</b>	<b>124****</b>

\*Required physics, chemistry and mathematics courses satisfy major requirements and 8 hours of General Education requirements.

\*\*See Prerequisites

\*\*\*Suggested Electives (CHEM 152, CIS 210, MATH 322 and MATH 351)

\*\*\*\*Must include at least 40 Upper Division (300-400 level) hours.

**Bachelor of Science in Education** ..... Major Code ES07  
**Physics Major, Grades 9-12 Certification**  
**Plan A (Double Teaching Field)**

<b>General Education Requirements (p. 45) 46-47**</b>	<b>32</b>
<b>Physics Requirements</b>	<b>22-23</b>
PHYS 250 General Physics I	2
PHYS 260 General Physics II	3
PHYS 290 General Physics III	4
PHYS 291 General Physics III Lab	1
PHYS 301 Modern Physics	4
PHYS 322 Classical Mechanics	3
PHYS 372 Electronic Circuits	4
OR	
PHYS 381 Intermediate Physics Laboratory	3
PHYS 490 Seminar	2
<b>Supporting requirements</b>	<b>32</b>
CHEM 151 General Chemistry I	5
MATH 150 Calculus with Analytic Geometry I	5
MATH 250 Calculus with Analytic Geometry II	5
MATH 260 Calculus with Analytic Geometry III	3
CIS 110 Introduction to Programming	3
BIO 110 Principles of Biology I	4
GEOL 300 Environmental Geology	4
PHIL 420 Philosophy of Science	3
<b>Education Certification Requirements (p. 180)</b>	<b>40-42</b>
<b>Second Teaching Field (some fields exceed 30 hours)</b>	<b>30</b>
<b>Total</b>	<b>156-159**</b>

\*Required chemistry, physics, biology, psychology and mathematics courses satisfy major requirements and 15 hours of General Education requirements.

\*\*Varies with second field

**Bachelor of Science in Education** ..... Major Code ES02  
**Unified Science Major, Physics Endorsement**  
**Grades 9-12 Certification**

<b>General Education Requirements (p. 45) 46-47**</b>	<b>32</b>
<b>Physics Requirements</b>	<b>28</b>
PHYS 290 General Physics III	4
PHYS 291 General Physics III Lab	1
PHYS 301 Modern Physics**	4
PHYS 312 Statics**	3
PHYS 322 Classical Mechanics**	3
PHYS 341 Thermal Physics**	4
PHYS 372 Electronic Circuits**	4
PHYS 381 Intermediate Physics Laboratory**	3
PHYS 490 Seminar	2
<b>Supporting Requirements</b>	<b>54</b>
PHIL 420 Philosophy of Science	3
BIO 110 Principles of Biology I	4
BIO 111 Principles of Biology II	4
CHEM 151 General Chemistry I**	5
CHEM 152 General Chemistry II**	5
PHYS 250 General Physics I**	2
PHYS 260 General Physics II**	3
GEOL 120 Introduction to Geology	4
GEOL 185 Introduction to Meteorology	4
MATH 150 Calculus with Analytical Geometry I**	5
MATH 250 Calculus with Analytical Geometry II**	5
MATH 260 Calculus with Analytical Geometry III**	3
CIS 110 Programming I	3
<b>Select one:</b>	
BIO 312 Environmental Biology	4
BIO 402 General Ecology	4
BIO 481 Aquatic Ecology	4
GEOL 300 Environmental Geology	4
<b>Education Certification Requirements (p. 180)</b>	<b>40-42</b>
<b>Total</b>	<b>154-156</b>

\*Required physics, chemistry, mathematics, biology and psychology courses satisfy major requirements and 15 hours of General Education requirements.

\*\*See Prerequisites

**Bachelor of Science in Education** ..... Major Code ES07  
**Physics Major, Grades 9-12 Certification**  
**Plan B (Single Teaching Field)**

<b>General Education Requirements (p. 45) 46-47**</b>	<b>32</b>
<b>Physics Requirements</b>	<b>26-27</b>
PHYS 250 General Physics I	2
PHYS 260 General Physics II	3
PHYS 290 General Physics III	4
PHYS 291 General Physics III Lab	1
PHYS 301 Modern Physics	4
PHYS 312 Statics (3)	
OR	
PHYS 322 Classical Mechanics	3
PHYS 341 Thermal Physics	4
PHYS 372 Electronic Circuits (4)	
OR	
PHYS 381 Intermediate Physics Laboratory	3-4
PHYS 490 Seminar	2
<b>Supporting requirements</b>	<b>32</b>
CHEM 151 General Chemistry I	5
MATH 150 Calculus with Analytic Geometry I	5
MATH 250 Calculus with Analytic Geometry II	5
MATH 260 Calculus with Analytic Geometry III	3
CIS 110 Introduction to Programming	3
BIO 110 Principles of Biology I	4
GEOL 300 Environmental Geology	4
PHIL 420 Philosophy of Science	3
<b>Education Certification Requirements (p. 180)</b>	<b>40-42</b>
<b>Total</b>	<b>130-133</b>

\*Required chemistry, physics, mathematics and psychology courses satisfy major requirements and 15 hours of General Education requirements.

\*\*Suggested electives: PHYS 300 Astronomy

### Minor in Physics

Minor Code.....PH80

PHYS 250	General Physics I .....	2
PHYS 260	General Physics II .....	3
PHYS 290	General Physics III .....	4
PHYS 291	General Physics III Lab .....	1
PHYS	Upper Division Electives (excluding PHYS 300) .....	11
<b>Total</b>	.....	<b>21</b>

### Minor in Advanced Power

Minor Code.....PH81

PHYS 372	Electronic Circuits .....	4
CHEM 440	Intro to Electrochemistry .....	3
PHYS 440	Test & Evaluation of Electrochemical Devices .....	3
CHEM 442	Design & Modeling of Electrochemical Devices .....	3
CHEM 444	Mat. & Processing Methods/Electrochemical Devices ..	4
CHEM 498	Adv. Topics Electrochemical Devices .....	2-3
<b>Total</b>	.....	<b>19-20</b>

## Pre-Engineering Curriculum

**General Education Requirements (p. 46) 27-28\*\* .....17**  
**Pre-Engineering Requirements..... 48-49**

PHYS 250	General Physics I* .....	2
PHYS 260	General Physics II* .....	3
PHYS 290	General Physics III* .....	4
PHYS 291	General Physics III Lab .....	1
PHYS 312	Statics* .....	3
CHEM 151	General Chemistry I** .....	5
MATH 150	Calculus with Analytical Geometry I** .....	5
MATH 250	Calculus with Analytical Geometry II* .....	5
MATH 260	Calculus with Analytical Geometry III* .....	3
CIS 110	Programming I .....	3
ECON 201	Principles of Economics (Macro)** .....	3
Elective	(MATH or Physics)*** .....	7-8
Electives	(Humanities/Social Science/Drafting/Chemistry/ Computer Science)*** .....	4
<b>Total Hours</b> .....		<b>65-66</b>

\*See course descriptions for prerequisites.

\*\*Required math, economics and physics courses simultaneously satisfy 11 hours of General Education Requirements and major requirements.

\*\*\*The student should meet with a pre-engineering advisor for the proper selection depending on the field of engineering.

## COURSE DESCRIPTIONS: PHYSICS & PRE-ENGINEERING

### PHYS 0100 • Fundamentals of Physical Science

Fall, Spring & Summer • 5 Credit Hours

Basic concepts in the fields of physics, chemistry, geology and astronomy will be presented as time permits. Central to the course will be a working ability in applying some of the basic laws of nature to specific problems. Lecture and demonstration periods. Prerequisite: MATH 030 with a grade of 'C' or better.

### PHYS 0101 • Physical Science for Elementary Teachers

Fall, Spring & Summer • 5 Credit Hours

Basic concepts in the field of physical science. Central to the course will be a working ability in applying some of the basic laws of nature to specific problems. Four lecture and demonstration periods and one 3-hour lab per week. Prerequisite: MATH 119.

### PHYS 0102 • Physical Science Laboratory

Fall, Spring & Summer • 1 Credit Hour

Experiments related to topics studied in Physics 101 will be conducted. One 3-hour laboratory per week. Prerequisite or co-requisite: Physics 101. (Physics 100 may be allowed with permission of instructor.)

### PHYS 0150 • Environmental Physics

Demand • 5 Credit Hours

Emphasis on physics-based problems and laws related to the environment and to human health. Topics include forces in nature, energy, laws of thermodynamics, heat transfer and radiation, properties of fluids and fluid flow, mechanical properties of solids, sound, electromagnetic waves and spectra, basic electricity, radioactivity and nuclear physics. Designed for students in environmental health and students in biology needing only one course in physics. Students may not receive credit for both Physics 150 and 151 or Physics 150 and 152. Four hours lecture, one 3-hour laboratory per week. Prerequisite: MATH 140.

### PHYS 0151 • Elementary College Physics I

Fall, Spring & Summer • 5 Credit Hours

Mechanics, rotational dynamics, properties of matter, heat, wave motion and sound. Four hours lecture, one 3-hour laboratory per week. Prerequisite: MATH 140.

### PHYS 0152 • Elementary College Physics II

Spring • 4 Credit Hours

Electricity, circuits, magnetism, optics, relativity, radioactivity and nuclear reactions. Three hours lecture, one 3-hour laboratory per week. Prerequisite: PHYS 151. Electricity, circuits, magnetism, optics, relativity, radioactivity and nuclear reactions. Three hours lecture, one 3-hour laboratory per week. Prerequisite: PHYS 151.

### PHYS 0250 • General Physics I

Fall & Spring • 2 Credit Hours

Introductory study of physics covering vectors, geometric and trigonometric applications in physics, kinematics and dynamics of particles in one and two dimensions and Newton's laws of motion. Course meets for the first five weeks of the semester. Four hours lecture and one 3-hour laboratory per week. Prerequisite: MATH 150.

### PHYS 0260 • General Physics II

Fall & Spring • 3 Credit Hours

Introductory study of energy, momentum, kinematics and dynamics of rigid bodies, equilibrium, fluids, heat and thermodynamics. The course is sequential to PHYS 250 and begins the sixth week of the semester. Four hours lecture, one 3-hour laboratory/recitation session per week. Prerequisite: PHYS 250 with a grade of 'C' or better and MATH 150.

### PHYS 0290 • General Physics III

Spring • 4 Credit Hours

Introductory study of wave motion, electricity, magnetism and geometrical and physical optics. Four hours lecture per week. Prerequisite: PHYS 260 and MATH 250 or permission of instructor.

### PHYS 0291 • General Physics III Lab

Spring • 1 Credit Hour

Laboratory in wave motion, electricity, magnetism and geometrical and physical optics. One 3-hour laboratory per week. Prerequisite or co-requisite: PHYS 290.

### PHYS 0297 • Introduction to Research in Physics

Fall & Spring • 1-3 Credit Hours

Introduction to research techniques, laboratory work and literature search under the supervision of an instructor on a Physics research project. Involves laboratory experimentation as well as a written report on a project from any area of Physics. Open to students with: 1) freshman or sophomore standing, 2) the ability to undertake independent work and 3) permission of the instructor. Registration must be approved by the advisor and the department head.

**PHYS 0298 • Topics in Physical Science****Demand • 1-3 Credit Hours**

Special topics in physical science not normally offered in other courses. Prerequisite to be determined by department.

**PHYS 0300 • Astronomy****Demand • 3 Credit Hours**

Study of our solar system and universe including the following topics: the solar system, Kepler's laws, celestial coordinates and observing. Hertzsprung-Russell diagrams, stellar evolution, pulsars, black holes, nebulae, galaxies and cosmology. Three lectures per week. (Does not count toward a physics major.) Prerequisite: PHYS 100 or equivalent and one year high school algebra or permission of instructor.

**PHYS 0301 • Modern Physics****Fall • 4 Credit Hours**

Special theory of relativity, wave-particle experiments, introductory quantum mechanics and nuclear physics. Prerequisite: PHYS 290; co-requisite: MATH 260 or permission of instructor.

**PHYS 0322 • Classical Mechanics****Fall (Odd) • 3 Credit Hours**

Kinematics and dynamics of particles and systems of particles including the harmonic oscillator, potential functions, conservative fields of force, accelerated reference frames, energy, gravitation and rigid bodies. Three hours lecture per week. Prerequisite: PHYS 260; co-requisite: MATH 322 or permission of instructor.

**PHYS 0341 • Thermal Physics****Spring (Odd) • 4 Credit Hours**

Temperature, laws of thermodynamics, entropy, enthalpy, reversibility and irreversibility, thermal properties of materials, change of phase, use of thermodynamic tables and introduction to heat transfer. Four hours lecture per week. Prerequisite: PHYS 260; co-requisite: MATH 260.

**PHYS 0372 • Electronic Circuits****Spring (Even) • 4 Credit Hours**

Ohm's law, Kirchhoff's laws, Nodal analysis, mesh analysis, Thevenin's and Norton's theorems, superposition, inductors and capacitors, source-free RL and RC circuits, RLC circuits. Complex variables and their application to steady-state AC circuits. Three lectures and one 3-hour laboratory per week. Prerequisite: PHYS 290; co-requisite: MATH 322 or permission of instructor.

**PHYS 0381 • Intermediate Physics Laboratory****Fall & Spring • 3 Credit Hours**

Experiments in classical and modern physics, including wave phenomena, heat transfer, electrical measurements, optics, photoelectric effect and radioactivity. Two 3-hour labs per week. Prerequisite: PHYS 301 or permission of instructor.

**PHYS 0401 • Electricity and Magnetism****Fall (Odd) • 4 Credit Hours**

Electrostatic forces, electric fields, electric potential, properties of conductors and dielectrics, magnetic fields, magnetic properties of matter, induced electromotive force, Maxwell's equations and electromagnetic waves. Four lectures per week. Prerequisites: MATH 260 and PHYS 290.

**PHYS 0440 • Test and Evaluation of Electrochemical Device****Demand • 3 Credit Hours**

Testing and evaluation of electrochemical cells and batteries. Included with an introduction to battery technology is material emphasizing test safety and operational hazards. Prerequisite: CHEM 152.

**PHYS 0452 • Quantum Mechanics****Spring (Even) • 3 Credit Hours**

Time independent Schrodinger equation, eigenfunctions, expectation values, differential operators, perturbation theory, multielectron atoms and applications to solid state physics. Three hours lecture per week. Prerequisite: PHYS 301 and MATH 322.

**PHYS 0480 • Selected Topics in Physics and Engineering****Demand • 3 Credit Hours**

Selected topics for further study, e.g., solid state physics, optics, nuclear physics, advanced mechanics, quantum mechanics, circuit analysis, thermodynamics, fluid mechanics heat transfer and mechanics of materials or other topics. Open to students having a minimum of 18 hours of physics and permission of instructor. Prerequisites to be determined by department.

**PHYS 0490 • Seminar****Fall & Spring • 1-3 Credit Hours**

Students will select two subjects from areas of physics and engineering in which they have an interest. The student will research the area and communicate the results with the physics faculty and the class. One area will require a written paper with a short (15 minute) presentation and the other will require a written paper and a one-hour presentation. Both presentations will have question and answer sessions. Secondary education majors will be required to present several lecture-demonstration programs illustrating the basic concepts of physics at the secondary level. Open to students having a minimum of 18 hours of physics and permission of the instructor.

**PHYS 0491 • Internship in Physics****Fall, Spring & Summer • 1-3 Credit Hours**

In conference with departmental representatives at least six weeks in advance, the student shall elect to work and observe in any area of applied physics in which on-the-job experience would be beneficial to the student's training. Prerequisites: Junior standing in physics with a minimum of 17 hours of physics or by permission.

**PHYS 0497 • Research in Physics****Fall, Spring & Summer • 1-3 Credit Hours**

Independent research technique, laboratory work and literature search under the supervision of an instructor on a physics research project. Involves laboratory experimentation or theoretical calculation, written report and an oral presentation from any area of physics. Open to students having: 1) minimum of 15 hours of physics, 2) junior or senior standing, 3) the ability to undertake independent work and 4) permission of the instructor. Registration must be approved by the advisor and the department head.

**PHYS 0498 • Advanced Topics in Physics****Demand • 1-3 Credit Hours**

Designed to give advanced instruction in some area not covered in other courses. For upper division majors. Prerequisites to be determined by the department.

**PHYS 0499 • Independent Study****Demand • 1-3 Credit Hours**

Course structured by the advisor with approval of the department head. Prerequisite: Advanced standing with a GPA of 3.0 in the major field. Registration must be approved by the advisor, department head and school dean.

**For additional information contact:**  
**Dr. Marsi Archer, Department Chair**  
**Reynolds Hall 213**  
**417.625.9541 • archer-m@mssu.edu**

# POLITICAL SCIENCE



## FACULTY:

**Wells-Lewis - Interim Chair, Delehanty, Derfelt, & Nicoletti**  
**Webster Hall 245 • 417-625-9565**

## Mission

Preparing students for professional careers in law, international affairs, and public service with a strong sense of responsible citizenship is the mission of the Political Science program at MSSU.

Our faculty is committed to excellence in teaching while also providing students with access to valuable experiences applicable to their future career. The department provides students with the opportunity to cultivate critical thinking, communication and technological skills.

The Bachelor degree with a major in Political Science is appropriate for those students seeking to do graduate work in political science, enter law school or other professional schools of public administration, join the public service or work in community service, as well as general career options. Students may choose to minor in Legal Studies, Paralegal Studies or International Politics to further their study within the degree program. These minors are also available to all majors.

A Bachelor of Science in Education degree with a major in Social Studies - Political Science emphasis certifies a student to teach on the secondary school level. A minor in Political Science is available for students majoring in other disciplines. General Education requirements and Missouri statute requirements are met by PSC 120. PSC 120 is a prerequisite for all other political science courses.

## Additional requirements

For students in majors without a statistics/research requirement, the following course must be completed. Hours earned in this course are not applicable to the minor in public administration: PSC 305 Social Science Statistics.

## Minor in Political Science

Minor Code.....PS80

PSC 120	Government: U.S., State, and Local.....	3
PSC 201	Introduction to Political Science .....	3
PSC Courses*	.....	15
<b>Total</b>	.....	<b>21</b>

\*Must be chosen with approval of a political science advisor.  
 At least 12 of the total hours must be taken at MSSU.

## Minor in International Politics

Minor Code.....PS82

PSC 201	Introduction to Political Science .....	3
PSC 321	International Business .....	3
PSC 352	Introduction to Comparative Politics .....	3
PSC 434	American Foreign Policy .....	3
PSC 423	Globalization and Development .....	3
<b>Choose two</b>	.....	<b>6</b>
PSC 411	Political Theory .....	
PSC 435	Philosophy of Law .....	
PSC 494	Seminar .....	
PSC 498	Advanced Topics in Political Science .....	
<b>Total</b>	.....	<b>21</b>

## Bachelor of Science in Education ..... Major Code ES18 Social Studies Major, Political Science Emphasis Grades 9-12 Certification

<b>General Education Requirements (p. 45) 46-47** .... 34-35</b>	
<b>Political Science Requirements ..... 15</b>	
PSC 120	Government: U.S., State, and Local..... 3
PSC	Upper Division Electives..... 1a2
<b>Supporting Requirements ..... 36</b>	
HIST 110	U.S. History 1492-1877 ..... 3
HIST 120	U.S. History 1877-Present..... 3
HIST 130	Western Civilization to 1660..... 3
HIST 140	Western Civilization Since 1660..... 3
HIST	Upper Division U.S.** ..... 6
HIST	Upper Division Asian, Latin or European**..... 3
SOC 110	Introduction to Sociology..... 3
SOC	Upper Division Elective** ..... 3
GEOG 211	Regions and Nations ..... 3
GEOG	Upper Division Elective ..... 3
ECON 101	Economics of Social Issues..... 3
<b>Education Certification Requirements (p. 180)..... 40-42</b>	
<b>Total</b>	<b>..... 125-128</b>

\*Required political science, history, sociology or economics and geography courses satisfy major requirements and 12 hours of General Education Requirements.

\*\*See Prerequisites

## Bachelor of Arts ..... Major Code PS01 Political Science Major

<b>General Education Requirements (p. 45) 46-47** .... 43-44</b>		
<b>Computer Literacy Requirement:</b>		
<b>Determined by Social Science Department .....</b>		<b>3</b>
<b>Foreign Language (four courses in one language) .....</b>		<b>12</b>
<b>Political Science Requirements .....</b>		<b>9</b>
PSC 120	Government: U.S., State and Local .....	3
PSC 201	Introduction to Political Science .....	3
PSC 494	Seminar in Political Science .....	3
<b>Select 3 hours from each of the following areas:.....</b>		<b>15</b>
<b>American Politics .....</b>		<b>(3)</b>
PSC 301	Political Parties and Elections	
PSC 302	Public Opinion and Pressure Groups	
PSC 311	American Presidency	
PSC 312	Legislative Process	
<b>Public Service &amp; Public Administration .....</b>		<b>(3)</b>
PSC 320	State Government	
PSC 342	Public Policy	
PSC 421	Public Administration	
<b>International Relations .....</b>		<b>(3)</b>
PSC 321	International Relations	
PSC 352	Introduction to Comparative Politics	
PSC 434	American Foreign Policy	
<b>Law .....</b>		<b>(3)</b>
PSC 310	Law, Society and the Judicial Process	
PSC 402	Advocacy & Legal Reasoning	
PSC 431	Constitutional Law I	
PSC 432	Constitutional Law II	
<b>Theory .....</b>		<b>(3)</b>
PSC 411	Great Political Thinkers	
PSC 412	Contemporary Political Thought	
PSC 435	Philosophy of Law	
<b>Additional Political Science courses**</b>		
<b>(at least 4 additional 300-400 level) .....</b>		<b>12</b>
<b>General Electives (minor recommended) .....</b>		<b>29-30</b>
<b>Total</b>		<b>124***</b>

\*Required chemistry, physics, biology, psychology and mathematics courses satisfy major requirements and 15 hours of General Education requirements.

\*\*Varies with second field

## Minor in Legal Studies

Minor Code.....S083

PHIL 140	Critical Thinking .....	3
PSC 304/PLS 304	Legal Research .....	3
ENG 310	Professional Writing OR	
ENG 313	Technical Writing .....	3
PSC 402	Advocacy & Legal Reasoning .....	3
<b>Choose two</b>	.....	6
PSC 310	Law, Society and the Judicial Process	
PSC 431	Constitutional Law I	
PSC 432	Constitutional Law II	
PSC 435	Philosophy of Law	
<b>Choose one</b>	.....	3
LE 210	Criminal Procedure	
LE 250	Criminal Law	
CJAD 450	Criminal Evidence	
GB 301	Legal Environment of Business I	
GB 302	Legal Environment of Business II	
MM 411	Employment Law	
<b>Total</b>	.....	21

## Bachelor of Science .....Major Code PS00

### Political Science Major

<b>General Education Requirements (p. 45) 46-47** .... 43-44</b>		
<b>Computer Literacy Requirement:</b>		
<b>Determined by Social Science Department .....</b>		
<b>Political Science Requirements .....</b>		
PSC 120	Government: U.S., State and Local.....	3
PSC 201	Introduction to Political Science .....	3
PSC 401	Social Science Research Methods.....	3
PSC 405	Social Science Statistics .....	3
PSC 491 or 493	Internship .....	3
PSC 494	Seminar in Political Science.....	3
PSC 495	Directed Research.....	3
<b>Select 3 hours from each of the following areas:.....</b>		<b>15</b>
<b>American Politics .....</b>		<b>(3)</b>
PSC 301	Political Parties and Elections	
PSC 302	Public Opinion and Pressure Groups	
PSC 311	American Presidency	
PSC 312	Legislative Process	
<b>Public Service &amp; Public Administration .....</b>		<b>(3)</b>
PSC 320	State Government	
PSC 342	Public Policy	
PSC 421	Public Administration	
<b>International Relations .....</b>		<b>(3)</b>
PSC 321	International Relations	
PSC 352	Introduction to Comparative Politics	
PSC 434	American Foreign Policy	
<b>Law .....</b>		<b>(3)</b>
PSC 310	Law, Society and the Judicial Process	
PSC 402	Advocacy & Legal Reasoning	
PSC 431	Constitutional Law I	
PSC 432	Constitutional Law II	
<b>Theory .....</b>		<b>(3)</b>
PSC 411	Great Political Thinkers	
PSC 412	Contemporary Political Thought	
PSC 435	Philosophy of Law	
<b>Select at least four additional 300-400 level</b>		
<b>Political Science courses**.....</b>		<b>12</b>
<b>General Electives (minor recommended).....</b>		<b>29-30</b>
<b>Total .....</b>		<b>124***</b>

\*PSC 120 satisfies major requirements and 3 hours of General Education Requirements.

\*\* Chosen in consultation with advisor.

\*\*\*Must include at least 40 Upper Division (300-400 level) hours.

## COURSE DESCRIPTIONS:

### POLITICAL SCIENCE

**PSC 0100 • Missouri Constitution Exam****Fall, Spring & Summer • 0 Credit Hours****PSC 0120 • Government: US State & Local****Fall & Spring • 3 Credit Hours**

Designed to give students an understanding of their governments, enabling them to keep up with political developments with the goal of becoming informed citizens needed to sustain democracy. Successful completion of this course fulfills the requirements for the state-mandated Missouri Constitution Test.

**PSC 0201 • Introduction to Political Science****Demand • 3 Credit Hours**

Introduction to the discipline of political science. The course is a preview of the major subunits of the discipline: American politics including public administration and legal studies; international relations; political theory; and comparative politics. Recommended for all Political Science majors.

**PSC 0298 • Topics in Political Science****Demand • 3 Credit Hours**

Special political science topics of current interest to the student or faculty member who offers the class. Subjects and instructors change each semester. Students are encouraged to suggest possible course topics to the political science faculty. Prerequisite: PSC 120.

**PSC 0398 • Political Discourse****Demand • 1 Credit Hour**

A topics and event driven, open forum for examination of current issues at the national, state and local levels of government. The course is conducted as a discussion group with the instructor providing directed reading assignments and presentations on discursive practices, traditions and models within the discipline as appropriate. May be repeated one time for credit.

**PSC 0401 • Social Science Research Methods****Fall • 3 Credit Hours**

An introduction and exploration into the ways in which social scientists conduct research including various designs, including interviewing, observation, survey design, and content analysis. Emphasis will be placed on quantitative analysis and the decisions faced by social scientists when designing and applying social research. The course will cover methods of problem and hypothesis formulation, data collection and instrumentation. There will also be an emphasis placed on ethical issues in research. Prerequisite: 9 Hours of Political Science.

**PSC 0405 • Social Science Statistics****Spring • 3 Credit Hours**

Provides basic tools necessary to gather, describe, analyze, and present quantitative social science data. Focus will be on conducting basic univariate and bivariate analyses. Prerequisite: Math 125 or higher math or consent of instructor.

**PSC 0411 • Great Political Thinkers****Demand • 3 Credit Hours**

The course will introduce selected political philosophies from the ancient Greeks to modern times. Philosophies studied will represent the development of Western political philosophy over time, as well as its comparison with selected Islamic and Asian political ideas.

## **COURSE DESCRIPTIONS: POLITICAL SCIENCE (CONTINUED)**

### **PSC 0412 • Contemporary Political Thought**

**Demand • 3 Credit Hours**

Twentieth century political ideas.

### **PSC 0423 • Globalization and Development**

**Spring • 3 Credit Hours**

The course presents students with the processes of globalization and the interaction between developed and developing nations. The course will explore the changes in the international economy and their effects on domestic politics, economy, and society. Course material will cover the historical foundations of globalization and its modern effects on the nation-state. Prerequisite: PSC 120 or consent of instructor.

### **PSC 0491 • Internship in Political Science**

**Demand • 1-8 Credit Hours**

Observation of and participation in governmental work under the direct supervision of a faculty member and a professional who is employed in the governmental position being observed. No more than 3 hours may be counted toward a major or minor. Repeatable for up to 16 credit hours.

### **PSC 0493 • Legislative Internship**

**Demand • 8 Credit Hours**

Students will be assigned to a legislator or other qualified person involved in the Missouri Legislative Process to observe and participate in a legislative session. The students will be required to live and work in the capital from the beginning of the session until its conclusion and comply with the MSSU Legislative Intern Handbook. Prerequisites: PSC 120, 30 hours of credit, 2.5 GPA. Cross listed as UE 493.

### **PSC 0494 • Seminar in Political Science**

**Demand • 3 Credit Hours**

Specialized knowledge and/or current research in the discipline. Topics will vary by situation and instructor. Students will prepare and critique papers based on original research. Prerequisite: 9 hours of upper division political science.

### **PSC 0495 • Directed Research**

**Demand • 3 Credit Hours**

Students design and conduct research projects resulting in a written report and an oral presentation. Prerequisites: PSC 305, PSC 306 and senior standing.

### **PSC 0498 • Advanced Topics in Political Science**

**Demand • 3 Credit Hours**

For upper division political science majors. Topics covered and methods used will place emphasis on student-instructor interest, desire to pursue in-depth research and ability to assimilate topics. It will include areas not already treated in other political science courses. Prerequisite: 15 hours of political science or consent of instructor.

### **PSC 0499 • Independent Study**

**Demand • 1-4 Credit Hours**

For students who wish to do an in-depth study of some specialized topic or who wish to pursue a topic not considered in the department's course offerings. The student will select an advisor from the political science faculty who will structure the independent study in consultation with the student and with the approval of the department head. Prerequisite: Junior or senior status and an overall cumulative GPA of 3.0 or better. Enrollment must be approved by department head and school dean. Repeatable or up to six credit hours.

## **AMERICAN POLITICS**

### **PSC 0301 • Political Parties and Elections**

**Demand • 3 Credit Hours**

Analysis of the origins, structure and functions of political parties; the dynamics of the two-party system; the role of third parties and the election process.

### **PSC 0302 • Public Opinion**

**Demand • 3 Credit Hours**

Origins, impact, and measurement of public opinion, with particular emphases on the development of public opinion, how the American public thinks about their government and the consequences of public opinion for the development of public policy. Prerequisite PSC 120 or consent of instructor.

### **PSC 0311 • American Presidency**

**Demand • 3 Credit Hours**

Politics of presidential selection, the powers of the President, the organization of the executive branch and its relations with other organs of government.

### **PSC 0312 • Legislative Process**

**Demand • 3 Credit Hours**

Problems of representation, organization of the legislature, participation and proposals for improved organization. Emphasis is placed on the Missouri General Assembly and the United States Congress. Prerequisite PSC 120 or consent of instructor.

### **PSC 0320 • State Government**

**Demand • 3 Credit Hours**

General structure, theories, operation and problems of state government with special emphasis on the government of Missouri in the political system. Students will compare and contrast the function of Missouri government at all levels (municipal, county and state) with other states. Prerequisite PSC 120 or consent of instructor.

## **LAW**

### **PSC 0208 • The Road to Law School**

**Fall • 1 Credit Hour**

Thanks to media portrayals of lawyers and law schools, many students choose a career in the legal field without core knowledge of the principles, objectives and goals of lawyering. Students in this course will explore the core skills necessary to be successful as a lawyer and be exposed to the skill set that can improve performance on the necessary exams for admittance. Students will be required to take part in a law school visitation.

### **PSC 303 • Mock Trial Workshop**

**Fall & Spring • 1 Credit Hour**

Advanced practicum in the area of advocacy, rules of evidence, courtroom presentation and issue spotting. Students will work on the development of team events and presentation of both Plaintiff and Defense positions on detailed cases as provided by the College Mock Trial Association. May be repeated for a maximum of four hours of credit. Prerequisite: Consent of instructor.

### **PSC 0304 • Legal Research**

**Fall (Odd) • 3 Credit Hours**

Research involved in case preparation; use of the law library and the various digests, encyclopedias, reports, etc., contained therein. Course may be cross-listed as PLS 304.

**PSC 0310 • Law, Society and the Judicial Process****Demand • 3 Credit Hours**

American legal system viewed from a social and political as well as legal perspective. Focus on the structure and organization of courts, the processing of civil and criminal cases and the behavior of judges, lawyers and other participants in the judicial process.

**PSC 0313 • Property****Spring (Odd) • 3 Credit Hours**

Laws relating to real and personal property with emphasis on the procedures and forms used in real estate transactions and conveyances such as deeds and contracts. Course may be cross-listed as PLS 313.

**PSC 0314 • Civil Litigation****Spring (Even) • 3 Credit Hours**

Process of civil litigation from filing to appeal including rules for instituting and conducting lawsuits before federal and state courts, rules of procedure and the preparation of pertinent legal forms. Course may be cross-listed as PLS 314.

**PSC 0324 • Family Law****Spring (Even) • 3 Credit Hours**

Laws regulating marriage, adoption, divorce, division of property, child custody and support, adult abuse and termination of parental rights and the preparation of pertinent legal forms. Course may be cross-listed as PLS 324.

**PSC 0402 • Advocacy & Legal Reasoning****Demand • 3 Credit Hours**

Introduction to the methods and applications used in understanding and advocating issues in law. The goal of the course is to allow students to learn how to read, write and speak as an effective advocate using the applications of basic legal reasoning. Class will meet for 3 hours each week for lecture and interactive classroom assignments/applications. Prerequisites: PSC 120, 201 and 208.

**PSC 0431 • Constitutional Law I****Demand • 3 Credit Hours**

Political and legal aspects of Supreme Court decision making, the nature and scope of judicial review, the constitutional relationships between levels and branches of government and the First Amendment rights of freedom of expression.

**PSC 0432 • Constitutional Law II****Demand • 3 Credit Hours**

Legal issues concerning the Bill of Rights and the First Amendment areas of free exercise and establishment of religion, the right to privacy, the 14th amendment due process and equal protection clauses.

**PSC 0435 • Philosophy of Law****Fall • 3 Credit Hours**

Philosophy of Law will relate traditional themes of legal philosophy to the concerns of modern society. Through readings and discussions students will be exposed to controversial questions and imaginative use of cases and stories. Emphasis will be on understanding the evolution of theory within varied topics of law. Prerequisite PSC 120 or consent of instructor.

**INTERNATIONAL RELATIONS****PSC 0321 • International Relations****Demand • 3 Credit Hours**

Present-day relations and problems among the states of the world and the major factors which underline and influence these relations.

**PSC 0352 • Introduction to Comparative Politics****Fall • 3 Credit Hours**

The course introduces students to the principles and techniques of the comparative politics subfield. Material includes the structure of government in constitutional and authoritarian regimes, political institutions, political processes, political economy, and major global issues. The course examines themes of democratization, institutional design, parties and party systems, as well as the impact of social and economic change on the conduct and evolution of modern political systems. Prerequisite: PSC 120 or consent of instructor.

**PSC 0434 • American Foreign Policy****Spring • 3 Credit Hours**

The course explores the theoretical and methodological approaches used to analyze American foreign policy. The material focuses on the various governmental institutions and societal forces which shape American foreign policy including, executive-legislative relations, the military, economics, public opinion, interest groups, and the bureaucracy. The major emphasis is on American foreign policy since World War Two. Theoretical material is applied to U.S. relations with important world regions including, Europe, Latin America, Africa, Asia, and the Middle East. Prerequisite PSC 120 or consent of instructor.

**PUBLIC SERVICE AND  
PUBLIC ADMINISTRATION****PSC 0320 • State Government****Demand • 3 Credit Hours**

General structure, theories, operation and problems of state government with special emphasis on the government of Missouri.

**PSC 0342 • Public Policy****Demand • 3 Credit Hours**

An introductory survey of the formulation, execution and evaluation of public policy in the United States.

**PSC 0421 • Public Administration****Demand • 3 Credit Hours**

Administrative aspects of government. Surveys the major subfields of public administration, including politics and administration organizational theory organizational behavior, management, decision making, personnel, public budgeting and finance, policy analysis and program evaluation and administrative law.

**PRE-PROFESSIONAL****Mission**

This curriculum allows Missouri Southern students to complete admission requirements for professional schools that accept applicants who have completed approximately 60 hours. Students should incorporate professional school requirements into their schedule and work closely with an advisor at Missouri Southern. Also, students who are completing certification requirements for paramedic programs may transfer among Missouri public four-year colleges and universities.

**For additional information contact:**

Dr. Tia Strait  
Health Sciences Bldg. 112  
417.625.3155  
strait-t@mssu.edu

Dr. Richard Miller  
Hearnes Hall 306  
417.625.9385  
miller-r@mssu.edu

## SOCIAL SCIENCES



**FACULTY:** **Wells-Lewis - Interim Chair, Bever, Delehanty, Derfelt, Greer, Gubera, Locher, Nicoletti, Smith, Teverow & Wagner**  
**Webster Hall 245 • 417.625.9565**

The Social Sciences department consists of faculty, programs and courses in Anthropology, Geography, History, Political Science and Sociology. Please see these specific headings for more information about each program.

## SOCIOLOGY



**FACULTY:** **Wells-Lewis - Interim Chair, Greer, Gubera, Locher**  
**Webster Hall 245 • 417.625.9565**

### Mission

The primary mission of the Sociology Program is to prepare our students for dynamic leadership and responsible citizenship in their communities, their nation, and the world. The program also contributes to the broader mission of the University by providing students the opportunities to cultivate critical thinking, communication, and technological skills that will develop an awareness of and engagement with the complex social issues of the 21st century. The faculty seeks to offer substantive instruction and intellectual nurture in Sociology, and to assist the advancement of higher-order thinking students can apply to their own lives as individuals, professionals, and citizens. The program's mission includes an emphasis on opportunities to engage the broader international world, consistent with the University's international mission. Finally, the Sociology Program seeks to build bridges and avenues of communication between the University and the community, through academic internships, public events, and partnerships with local institutions, and the sponsorship of academic programs and events for local students and their teachers.

A Bachelor's degree in Sociology prepares students for a variety of occupations and graduate programs. The student may select from a Bachelor of Arts (B.A.) in Sociology, or a Bachelor of Science (B.S.) in Sociology. A Bachelor of Science in Education degree, Social Studies major, Sociology emphasis is also available, in conjunction with the Teacher Education program and certifies a student to teach on the secondary school level. Sociology graduates pursue many different careers, which include but are not limited to those in human and social services, human resources, business, or teaching. Advanced graduate or professional school training would also be a choice for the student who successfully completes one of our bachelor degrees.

A minor in sociology provides students majoring in other areas with specialized interpersonal, group, and organizational knowledge and skills.

Our department sponsors a variety of student organizations including the Sociology Club and Alpha Kappa Delta (the national honor society for sociology students).

**For additional information contact:**

**Dr. Ree Wells-Lewis**

**Webster Hall 245**

**417.625.9565 • wells-r@mssu.edu**

## Bachelor of Science ..... Major Code S001

### Sociology Major

#### General Education Requirements (p. 45) 46-47\*..... 43-44

#### Sociology Requirements ..... 42

SOC 110	Introduction to Sociology .....	3
SOC 405	Social Science Statistics**	
	OR	
PSY 320	Applied Statistics** .....	3
SOC 311	Social Stratification** .....	3
SOC 361	Social Demography** .....	3
SOC 362	Deviant Behavior** .....	3
SOC 401	Social Science Research Methods** .....	3
SOC 482	Sociological Theory** .....	3
SOC	Additional Sociology Courses	
	(15 hours must be upper division) .....	21

#### Supporting Requirements ..... 6

ANTH	Any course above ANTH 101 .....	3
GEOG 301	GIS for Social and Political Analysis	
	OR	
GEOG 302	Environment and Society	
	OR	
GEOG 310	Human Geography .....	3

#### General Electives (minor recommended\*\*\*) ..... 32-33

**Total ..... 124\*\*\*\***

\*Required Sociology course SOC 110 satisfies three hours of General Education Requirements.

\*\*See Prerequisites, SOC 405 meets computer literacy requirement

\*\*\*Chosen in consultation with a sociology advisor.

\*\*\*\*Must include at least 40 upper division (300-400 level) hours.

## Bachelor of Science in Education ..... Major Code ES03

### Social Studies Major, Sociology Emphasis

### Grades 9-12 Certification

#### General Education Requirements (p. 45) 46-47\*..... 31-32

#### Sociology Requirements ..... 21

SOC 110	Introduction to Sociology .....	3
SOC 210	Social Problems** .....	3
SOC 221	Marriage and Family .....	3
ANTH 342	Comparative Cultures** .....	3
SOC	Additional Courses (6 hours Upper Division)** .....	9

#### Supporting Requirements ..... 36

HIST 110	U.S. History 1492-1877 .....	3
HIST 120	U.S. History 1877-Present .....	3
HIST 130	Western Civilization To 1660 .....	3
HIST 140	Western Civilization From 1660 .....	3
HIST	Upper Division U.S. History courses** .....	6
HIST	Upper Division Latin American, Asian or	
	European course** .....	3
GEOG 211	Regions and Nations .....	3
GEOG	Upper Division course** .....	3
PSC 120	Government: U.S., State and Local .....	3
PSC	Upper Division course** .....	3
ECON 101	Economics of Social Issues .....	3

#### Education Certification Requirements (p. 180)..... 40-42

**Total ..... 128-131**

\*Required courses in history, political science, sociology, economics and geography satisfy major requirements and 15 hours of General education curriculum.

\*\*See Prerequisites

## Bachelor of Arts ..... Major Code S000

### Sociology Major

<b>General Education Requirements (p. 45) 46-47*..... 43-44</b>	
Foreign Language (four courses in one language).....	12
<b>Sociology Requirements .....</b>	<b>36</b>
SOC 110 Introduction to Sociology.....	3
SOC 210 Social Problems** .....	3
SOC 405 Social Science Statistics** OR	
PSY 320 Applied Statistics** .....	3
SOC 311 Social Stratification** .....	3
SOC 431 Sociological Research Methods** .....	3
SOC 482 Sociological Theory** .....	3
SOC Additional Sociology courses (12 hrs. must be Upper Division).....	18
<b>Supporting Requirements .....</b>	<b>6</b>
ANTH Any course above ANTH 101.....	3
GEOG 301 GIS for Social and Political Analysis OR	
GEOG 302 Environment and Society OR	
GEOG 310 Human Geography.....	3
<b>General Electives*** .....</b>	<b>26-27</b>
<b>Total .....</b>	<b>124****</b>

\*Required sociology course SOC 110 satisfies three hours of General Education curriculum requirements.

\*\*See Prerequisites, SOC 405 meets computer literacy requirement

\*\*\*A minor is highly recommended.

\*\*\*\*Must include at least 40 Upper Division (300-400 level) hours.

### Minor in Sociology

Minor Code.....S082

SOC 110 Introduction to Sociology.....	3
SOC Additional courses* (12 hours must be Upper Division).....	18
<b>Total .....</b>	<b>21</b>

## COURSE DESCRIPTIONS: SOCIOLOGY

### SOC 0110 • Introduction to Sociology

Fall & Spring • 3 Credit Hours

An introductory course focused on the systematic study of society. Emphasis on major concepts of sociology and the scientific point of view in understanding and explaining human behavior and social phenomena.

### SOC 0210 • Social Problems

Fall • 3 Credit Hours

A survey of contemporary social problems including racism, sexism, crime and deviance, drug use and mental disorders. The course encourages a critical examination of society and focuses on the structural sources of social problems such as class, race and gender. The role of the U.S. in global social problems is also explored. Prerequisite: SOC 110.

### SOC 0221 • Marriage and Family

Demand • 3 Credit Hours

Analysis and study of paired relationships, marriage as the genesis of family life, elements in the preparation for marriage and parenthood and the development of family relationships throughout the life cycle.

### SOC 0231 • Introduction to Social Work

Fall • 3 Credit Hours

Philosophical and historical development of social work as a professional career. Focuses on role of the social worker within the various practice settings. May entail field trips and guest speakers. Prerequisite: SOC 110.

### SOC 0298 • Special Topics in Sociology

Demand • 3 Credit Hours

Special sociology topics of current interest. Subjects and instructors may vary each semester. Students are encouraged to submit areas of interest to the social science department.

### SOC 0301 • Sociology of Religion

Demand • 3 Credit Hours

Examines religion as a major social institution. Compares behavioral content of religions. Major attention is given to the nature of organized religion and how religion is integrated into society. Some discussion of the behavioral expectations associated with the major religions of the world. Prerequisite: SOC 110.

### SOC 0302 • Cults in the U.S.

Demand • 3 Credit Hours

This course focuses on the study of cults and New Religious Movements in the United States today. The class will examine the nature of abusive fringe groups in modern society from a theoretical perspective, looking at the various definitions and classifications of these groups in sociology. Prerequisites: SOC 110.

### SOC 0303 • The Arab World

Demand • 3 Credit Hours

A sociological look at the Arab world that identifies peoples, countries, geographical settings, cultural differences, cultural change, political and religious affiliations and the emergence of contemporary issues. Special emphasis will be placed upon the Israel - Palestine - Jordan problem area.

### SOC 0306 • Social Gerontology

Demand • 3 Credit Hours

A review of aging studies with particular emphasis on needs, problems, areas of concern, aging theories, social services for the elderly and accumulated data from gerontological research. Such topics as life changes, retirement and alternative life styles among the elderly will be analyzed. Prerequisite: SOC 110.

### SOC 0311 • Social Stratification

Demand • 3 Credit Hours

Examination of differences in power, privilege and prestige. Analysis of the effects of social inequality on people's lives within the United States and an overview of the complex array of social structures that comprise international systems of inequality by race/ethnicity, gender and social class. Prerequisite: 6 hours of sociology.

### SOC 0312 • Juvenile Delinquency

Spring • 3 Credit Hours

Analysis of environment and social background for juvenile delinquency behaviors. Investigation of behavioral content and scope of official delinquency. Review of the influences of family, school, peer groups and gangs and the juvenile justice and corrections system. Prerequisite: SOC 110.

## **COURSE DESCRIPTIONS: SOCIOLOGY (CONTINUED)**

### **SOC 0319 • Social Interaction**

**Demand • 3 Credit Hours**

Theoretical examination of the individual as both a social product and a social force. Areas covered include the foundations of human interaction, process of socialization and differentiation of individuals. Focus on the formal and informal rules of interaction in our society. Prerequisite: SOC 110.

### **SOC 0322 • Sociology of Work and Leisure**

**Demand • 3 Credit Hours**

Analysis of work, occupations, career mobility and job satisfaction as important elements in society. Examination of leisure activities which alter with technological advances and the changing economic base. Prerequisite: SOC 110.

### **SOC 0341 • Gender Roles**

**Demand • 3 Credit Hours**

An introduction to the biological, cultural and structural foundations of gender. Explores theories that help to explain gender, a fundamental and pervasive determinant of social life. Includes the review of studies that illustrate differences in the evaluations of men's and women's activities and traditional gender roles. Sociological implications of sex and gender at both the personal (micro) and societal (macro) levels of analysis will be discussed. Prerequisite: SOC 110.

### **SOC 0351 • Criminology**

**Fall • 3 Credit Hours**

This course examines the social and legal concept of crime, the review of measurements of crime(s) and crime statistics and the theories related to the causes of criminal behaviors. Also includes discussion of profiles of different adult offenders and their behavioral characteristics relative to the major felonies committed in contemporary society. Prerequisite: SOC 110.

### **SOC 0354 • Medical Sociology**

**Spring • 3 Credit Hours**

A survey of the social causes and consequences of health and illness, the expanding role of health-related organizations, the training of health care personnel and the contemporary consumer's movement. A cross-cultural comparison of health care delivery systems and a review of various social problems associated with health care in the U.S. is provided. Prerequisite: SOC 110.

### **SOC 0361 • Social Demography**

**Fall • 3 Credit Hours**

A look at changes in human population through an analysis of birth rates, death rates and migrations. Social demographic analysis of census and independent research data. Various population theories are applied to national and world situations. Concepts of over-population, minority groups and aging are analyzed. Prerequisite: SOC 110.

### **SOC 0362 • Deviant Behavior**

**Spring • 3 Credit Hours**

A survey of the theoretical explanations of socially disapproved behavior from the sociological perspective and the application of these concepts to specific forms of deviance. Also includes analysis of the social nature of conforming behavior as a way of increasing understanding of deviant behavior. Prerequisite: 6 hours of sociology.

### **SOC 0370 • The Sociology of Death & Dying**

**Demand • 3 Credit Hours**

A review of the international religious, secular and scientific expressions regarding death. Historical and current issues pertaining to death are explored and a critical perspective is taken on all positions. The course incorporates both philosophical and pragmatic overviews of death and dying. Prerequisite: SOC 110.

### **SOC 0382 • Ethnic Relations**

**Demand • 3 Credit Hours**

A study of racial and cultural groups particularly focusing on the United States with some analysis of international ethnic relations. Analyzes several general theories and explanations for minority-dominant relations. Prerequisite: SOC 110.

### **SOC 0391 • Penology and Corrections**

**Demand • 3 Credit Hours**

Philosophy, history and operations of penitentiary systems with special attention given to changes in adult institutions. Explanation of the problems associated with prison populations and types of facilities along with sentences, therapeutic models and community treatment. Prerequisite: SOC 110.

### **SOC 0395 • Collective Behavior**

**Demand • 3 Credit Hours**

An examination of riots, panics, mass hysterias/collective delusions, fads, social movements and other forms of collective social behavior. Includes exploration of the theories used to explain such events and the analysis of several specific episodes of collective behavior. Prerequisite: 6 hours of Sociology or consent of instructor.

### **SOC 0396 • Sociology of Education**

**Demand • 3 Credit Hours**

An analysis of the functions and processes that characterize the social institution of education, including cultural transmission and social control, and the role of education in the process of social stratification. Includes examination of attempts to achieve equality of educational opportunity by race/ethnicity, gender and social class and the relationships between education and the other social institutions including the family, religion and the economy. Prerequisite: SOC 110.

### **SOC 0401 • Social Science Research Methods**

**Fall • 3 Credit Hours**

An introduction and exploration into the ways in which social scientists conduct research including various designs, including interviewing, observation, survey design, and content analysis. Emphasis will be placed on quantitative analysis and the decisions faced by social scientists when designing and applying social research. The course will cover methods of problem and hypothesis formulation, data collection and instrumentation. There will also be an emphasis placed on ethical issues in research. Prerequisite: 9 hours of Sociology.

### **SOC 0402 • The Community - Rural and Urban**

**Demand • 3 Credit Hours**

Social processes of human groups who share common unities of territory and cultural bonds. Major attention on Gemeinschaft-Gesellschaft theories as they pertain to national, rural, urban, ethnic and subcultural communities and how these intertwine in contemporary societies. Prerequisite: SOC 110.

### **SOC 0405 • Social Science Statistics**

**Spring • 3 Credit Hours**

Provides basic tools necessary to gather, describe, analyze, and present quantitative social science data. Focus will be on conducting basic univariate and bivariate analyses. Prerequisite: Math 125 or higher math or consent of instructor.

### **SOC 0406 • Sociology of Child Abuse**

**Demand • 3 Credit Hours**

An analysis of child abuse and neglect within the United States. The dynamics of the family environment as well as the victim-perpetrator relationship will be examined. Emphasis will be placed on societal reaction to both abuser and the abused in addition to the behavior itself. Potential treatment alternatives will be analyzed. Prerequisite: 9 hours of sociology.

**SOC 0482 • Sociological Theory****Fall • 3 Credit Hours**

An exploration of classical and contemporary sociological theory placed in historical perspective from Auguste Comte to the modern era. Prerequisite: 9 hours of sociology.

**SOC 0491 • Internship in Sociology****Demand • 1-4 Credit Hours**

Observation of and participation in various social service agencies in the community. All internships must conform with institutional policy regarding the number of hours per credit and contractual agreements with cooperating agency personnel. No more than three hours may be counted toward a major or minor. Prerequisites: 15 hours of sociology, junior standing or above and a GPA of 2.75. Repeatable for up to eight credit hours.

**SOC 0498 • Advanced Topics in Sociology****Demand • 3 Credit Hours**

For upper division sociology majors. Topics covered and methods used will place emphasis on student-instructor interest, desire to pursue in-depth research and ability to assimilate topics. It will include areas not already treated in other sociology courses. Prerequisite: 15 hours of sociology or consent of instructor.

**SOC 0499 • Independent Study****Demand • 1-3 Credit Hours**

Structured by the advisor with the approval of the department head and school dean. Prerequisite: Advanced standing in the major field with a GPA of 3.0. Enrollment in the course must be approved by department head and dean. Repeatable for up to six credit hours.

## THEATRE

**FACULTY:** ***J. Lile, Jr. - Chair, Claussen (Professor Emeritus),  
Hunt (Professor Emeritus), Jaros, Klein, A. Lile & Williams  
Thomas E. Taylor Performing Arts Center 237 • 417.625.9393***



**Mission**

The Theatre Department affirms the mission of Missouri Southern State University and contributes to it by committing to the total education of each student. Every member of the theatre faculty is dedicated to the highest quality teaching and learning of both general education and discipline specific materials. The department prepares its majors for a large variety of careers as well as graduate education. In addition to providing scholarly and creative expression for students through its production program, it exposes the community to a diverse assortment of topical, global issues. The Theatre Department is at the very center of most creative and artistic on-campus and community events through its involvement in all cultural activities housed in Taylor Auditorium.

**Implementation**

The theatre faculty works closely with students in an effort to continually improve their learning experiences. Independent studies are offered each semester and new courses are introduced upon students' requests. When possible, instructors take students with them to professional conventions and conferences. Academic and performance requirements are designed to accommodate various learning styles and artistic intelligences. Faculty and students work side by side in our co-curricular production program.

**A Strong Commitment to International Education:**

The Theatre Department supports the international mission of the university in its theatre classrooms, on its stages and especially in the international plays selected for themed semesters. As students must become aware of the glob-

al nature of all information and comprehend the international arena in which most topical issues reside, the theatre continues to provide a fertile ground upon which to inspire such a comprehension. International travel is encouraged for all faculty and students of the department.

**A Strong Commitment to Liberal Arts and General Education Requirements:**

Every member of the theatre faculty is dedicated to each and every student in the university. Theatre Appreciation, the departmental General Education Requirements course, provides many students with their first theatre experience; an experience about which they can think, speak and write.

**Scholarly and Creative Expression:**

All theatre productions are the end product of scholarly and creative expressions. Directors, designers and actors continually research different eras, cultures, social mores and customs and historical, economic, political and literary influences in an attempt to bring accurate realities to the stage. The Theatre Department brings a balanced, comprehensive variety of plays to its students and audiences. Additionally, graduating seniors develop and complete a creative project showcasing their unique interests and talents.

**Community Service:**

All of the Theatre Department's productions, raising a diverse range of topics, are performed for the campus and public communities. The children's theatre program alone, plays to approximately 10,000 people each year. The Theatre Department is responsible for the operation of Taylor Auditorium, a 2000-seat auditorium that serves as a venue for events sponsored by both campus organizations and community groups.

Specialized theatre training provides students with a broad academic background that can lead to a number of careers:

Theatre Performance/Design • Television Production/Performance  
Commercials • Public Relations • Stage Management  
Graduate Study • Technical Theatre • Business • Secondary Education  
Ministry • Professional Wardrobe Technician  
Theme Park Performance/Production

**Features Unique to Theatre Department:**

1. working side-by-side with faculty in acting, house and stage management, directing, technical production and design;
2. a children's theatre program performing for more than 10,000 people annually from the four-state area;
3. theatre faculty members who have professional experience in their teaching specialties;
4. two theatre organizations: Southern Players and Alpha Psi Omega, a national honorary fraternity;
5. the Missouri Shakespeare Festival.

The Theatre Department offers a Bachelor of Arts degree with a major in theatre and a Bachelor of Science in Education degree with a major in Theatre/Speech (plan B). A minor in theatre is also available. During their senior year, all majors must participate in the university general assessment program.

More detailed information is available in the theatre office, Taylor Performing Arts Center 237.

**Bachelor of Arts ..... Major Code TH00****Theatre Major****General Education Requirements (p. 45) 46-47\*..... 43-44**

Foreign Language (four courses in same language)..... 12

Computer Literacy..... 3

**Theatre Requirements..... 49**

TH 0110 Theatre Appreciation..... 3

TH 0121, 0122, 0221, 0222, 0321 or 0322 Theatre Laboratory (Select two)..... 4

TH 0142 Theatre Technology..... 3

TH 0231 Speech for Stage I..... 3

TH 0232 Costume Technology..... 3

TH 0233 Stage Makeup..... 3

TH 0234 Introduction to Theatrical Design..... 3

TH 0241 Acting I..... 3

TH 0331 History of Theatre I..... 3

TH 0332 History of Theatre II..... 3

TH 0341 Acting II\*\*..... 3

TH 0351 Directing I\*\*..... 3

TH 0362 Stage Costume Design\*\*..... 3

TH 0320 Lighting Design\*\*..... 3

OR

TH 0361 History of Costume..... 3

OR

TH 0372 Directing II\*\*..... 3

TH 0422 Acting III\*\*..... 3

OR

TH 0431 Creative Dramatics..... 3

TH 0441 Stage Design\*\*..... 3

**Electives..... 16-17****Total..... 124**

General Education Requirements in Area F1 Humanities and Fine Arts is fulfilled by TH 0110 (Theatre Appreciation).

\*\*See Prerequisites

A total of 40 upper division hours (300-400) is required, 24 specified in theatre plus 16 electives in other areas.

**Bachelor of Science in Education ..... Major Code ES21****Theatre/Speech Communications Major  
Grades 9-12 Certification****General Education Requirements (p. 45) 46-47\*..... 43-44****Theatre Requirements..... 23**

TH 0110 Theatre Appreciation..... 3

TH 0121 or 0122 or 0221 or 0222, 0321 or 0322

Theatre Laboratory..... 2

TH 0142 Theatre Technology..... 3

TH 0212 Oral Interpretation..... 3

TH 0234 Introduction to Theatrical Design..... 3

TH 0241 Acting I..... 3

TH 0331 History of Theatre I..... 3

OR

TH 0332 History of Theatre II..... 3

TH 0351 Directing I\*\*..... 3

OR

**Communication Requirements..... 20**

COMM 0101 Introduction to Human Communication..... 3

COMM 0215 Interpersonal Communication\*\*..... 3

COMM 0304 Small Group Communication..... 3

COMM 0315 Argumentation and Debate\*\*..... 3

**Speech Communication Electives\*\*\*..... 8****Education Certification Requirements (p. 180)..... 40-42****Total..... 126-129**

General Education Requirement in Area F1 Humanities and Fine Arts is fulfilled by TH 0110 (Theatre Appreciation).

General Education Requirement for Area E2 must be satisfied by PSY 0100

\*\*See Prerequisites

\*\*\*Must be approved in advance by the student's advisor who must be selected from either the area of speech communication or theatre. Students pursuing the BSE degree must receive no lower grade than a 'C' in all required theatre/communication courses.

**Minor in Theatre**

Minor Code.....TH80

TH 0121, 0122, 0221, 0222, 0321 or 0322

Theatre Laboratory (Select two)..... 4

TH 0110 Theatre Appreciation..... 3

**Choose a total of 11 hours from the following list of classes..... 11\***

TH 0141 Improvisational Acting..... 3

TH 0142 Theatre Technology..... 3

TH 0212 Oral Interpretation..... 3

TH 0231 Speech for Stage I..... 3

TH 0232 Costume Technology..... 3

TH 0233 Stage Makeup..... 3

TH 0234 Introduction to Theatrical Design..... 3

TH 0235 Speech for Stage II..... 3

TH 0240 Stage Combat..... 3

TH 0241 Acting I..... 3

TH 0242 Theatre Movement I..... 1

TH 0243 Musical Theatre..... 3

TH 0251 Audition Techniques for the Actor..... 1

TH 0298 Topics in Theatre (when offered)..... 3

TH 0311 Stage Management\*\*..... 3

TH 0320 Stage Lighting\*\*..... 3

TH 0331 Theatre History I..... 3

TH 0332 Theatre History II..... 3

TH 0333 Eastern Theatre Tradition..... 3

TH 0341 Acting II\*\*..... 3

TH 0351 Directing I\*\*..... 3

TH 0361 History of Costume..... 3

TH 0362 Stage Costume Design\*\*..... 3

TH 0363 Costume History II..... 3

TH 0372 Directing II\*\*..... 3

TH 0382 Sound Design..... 3

TH 0422 Acting III\*\*..... 3

TH 0423 Acting IV..... 3

TH 0431 Creative Dramatics..... 3

TH 0441 Stage Design\*\*..... 3

TH 0450 Advanced Lab Practicum..... 1-3

TH 0455 Theatre Internship..... 1-3

TH 0498 Topics in Theatre..... 3

**Total..... 18**

\*All courses must be selected with advisor approval.

Six hours must be upper division.

\*\*See prerequisites.

**COURSE DESCRIPTIONS:  
THEATRE****TH 0101, 0102, 0201, 0202, 0301, 0302, 0401, 0402****Theatre Performance Fall, Spring & Summer • 1 Credit Hour**

The performance of a role, service as a designer or stage manager which has met departmental standards on a major production. A student may accumulate up to 8 hours of credit. Credit is applied for after production closes. Credit applies only to accumulative graduation hours.

**TH 0110 • Theatre Appreciation****Fall, Spring & Summer • 3 Credit Hours**

Introduction to theatre as a communicative and fine art emphasizing collaborative efforts of playwright, artistic director, designer, actor and crew. Activities include the interpretation and evaluation of plays through scripts, live and recorded performances.

**TH 0121, 0122, 0221, 0222, 0321, 0322****Theatre Laboratory****Fall & Spring • 2 Credit Hours**

A laboratory devoted to mounting the theatre's season. Nonperformance work. Meets two hours in sequence twice a week.

**TH 0142 • Theatre Technology****Fall • 3 Credit Hours**

Hardware and tool usage and technical drawing as applied to theatre. The use of electricity, sound and electronics in the theatre. Stage rigging, welding, new materials and construction techniques.

**TH 0212 • Oral Interpretation****Spring (Even) • 3 Credit Hours**

Principles and techniques for the public presentation of oral reading. Selection, analysis and preparation of different types of literature with emphasis on platform presentation of prose, poetry, drama and Readers Theatre.

**TH 0231 • Speech for Stage I****Fall (Even) • 3 Credit Hours**

Exercises and drills to improve projection, quality, flexibility and effectiveness of the speaking voice leading to good usage in Standard American speech based on the International Phonetic Alphabet.

**TH 0232 • Costume Technology****Fall (Odd) & Demand • 3 Credit Hours**

Basic techniques for construction of stage costumes from a designer's sketch. Areas covered are: fabrics, pattern development, cutting, sewing, dyeing and crafts. No previous skills required.

**TH 0233 • Stage Makeup****Spring (Odd) & Demand • 3 Credit Hours**

Introduction to the design and application of makeup for the stage. Focus is on the application of two-dimensional makeup for both large and small theatres. The uses and sources of a variety of materials will be discussed.

**TH 0234 • Introduction to Theatrical Design****Spring • 3 Credit Hours**

Theoretical information which is common to all theatrical design courses. Emphasis is on developing creativity, script analysis, techniques of scenography and collaboration, as well as the application of basic elements and principles of design in relation to the theatre.

**TH 0235 • Speech for Stage II****Spring (Even) • 3 Credit Hours**

A continuation of stage speech training, emphasizing resonance, range, vocal dynamics, vocal expressiveness and stage dialects. The course provides training in the most current and most significant voice methods for actors and speakers and utilizes the International Phonetic Alphabet to develop performance skills in American regional and foreign dialects. Prerequisite: TH 231

**TH 0240 • Stage Combat and Physical Characterization****Spring (Odd) • 3 Credit Hours**

Survey of historic and theatrical contexts or several combat forms; basic training in non-violent approaches to hand-to-hand combat, quarterstaff, broadsword and rapier. Introduction to character and emotional centers, acting with whole body and movement and voice for period styles in acting.

**TH 0241 • Acting I****Fall • 3 Credit Hours**

Development of individual's ability to express thought and emotion through effective use of the voice and body. Character analysis and creation revealed in exercises and scene work.

**TH 0242 • Theatre Movement I****Spring (Even) • 1 Credit Hour**

Historical development and implementation of theatrical movement. Exercises and assignments focus on the enhancement of nonverbal character interpretation through individual study and in-class application of movement, gestures and postures, including an assimilation of cultural influences, pantomime, masque and improvisation. Two one-hour labs per week.

**TH 0243 • Musical Theatre****Fall (Odd) • 3 Credit Hours**

History, production and performance of musical theatre. Academic concentration on scenes from musicals with emphasis on acting, music and dance techniques needed for musical productions. Focus is on representative musicals from the past fifty years and specifically on the musical selected for production the spring semester of that school year. Course also offered under MUS 243.

**TH 0251 • Audition Techniques for the Actor****Fall (Even) • 1 Credit Hour**

Techniques of auditioning and interviewing in the theatre: selecting audition pieces, rehearsing and performing auditions. Instruction in preparing resumes and photographs for professions.

**TH 0298 • Topics in Theatre****Demand • 1-8 Credit Hours**

Concentrated study on a variety of selected theatre topics. Can be offered on same topic an unlimited number of times.

**TH 0311 • Stage Management****Fall (Even) & Demand • 3 Credit Hours**

Fundamentals of stage management. Organization of call board, rehearsals and performances. Construction of prompt book. Communication procedures between actors, director and designers. Calling the show. Prerequisite: TH 142.

**TH 0320 • Stage Lighting****Spring (Odd) & Demand • 3 Credit Hours**

Lighting design approached artistically. The use of lighting for atmosphere, mood and emphasis. Lighting as applied to art, television, theatre and motion pictures. Prerequisites: TH 142 & 234.

**TH 0331 • History of the Theatre I****Spring (Odd) • 3 Credit Hours**

Theatre from its ancient origins through the Elizabethan period. Theatre and stage architecture, scene design, acting styles, theatre management and the culture surrounding the theatrical event will be addressed with analysis of their relationship to dramatic literature.

**TH 0332 • History of the Theatre II****Spring (Even) • 3 Credit Hours**

The cultural background and evolution of the theatrical literature, physical theatre, staging, casting, audiences and production practices from the Jacobean period to the present day.

**TH 0341 • Acting II****Spring • 3 Credit Hours**

The dynamics of analysis, rehearsal and performance of scenes from contemporary and classic plays. Emphasis on the actor's relationship to the play and to other actors. Prerequisite: TH 241.

**TH 0351 • Directing I****Fall • 3 Credit Hours**

A comprehensive study of various problems confronting a stage director. Techniques and procedures for play selection, analysis and mounting a production. Scene directing. Prerequisite: TH 241.

## **COURSE DESCRIPTIONS: THEATRE (CONTINUED)**

### **TH 0361 • Costume History I**

**Fall (Even) • 3 Credit Hours**

Survey of the garments and fabrics worn in Western cultures from Ancient Greece through the 19th Century. (Recommended for Stage Costume Design.)

### **TH 0362 • Stage Costume Design**

**Fall (Even) • 3 Credit Hours**

Theory and practical aspects of costume design. Emphasis on nonverbal communication of theme, character and historical period through rendered costume designs. Prerequisite: TH 234.

### **TH 0363 • Costume History II**

**Spring (Even) • 3 Credit Hours**

A service learning course. Hands-on analysis and preservation of clothing worn, in the US, during the 19th and 20th centuries. Four hours per week will be spent at the Dorothea B. Hoover museum in Joplin. Prerequisite: Instructor's approval.

### **TH 0372 • Directing II**

**Spring (Odd) • 3 Credit Hours**

Study of the skills and role of a director, casting, production administration and director-actor relationship. Experience and group evaluation in directing one-act plays for public performance. Prerequisite: TH 351.

### **TH 0382 • Sound Design**

**Spring (Even) & Demand • 3 Credit Hours**

Sound design approached artistically and practically. The use of sound effects and music for atmosphere, mood and emphasis. The research, recording and playback methods of sound effects and music. Types of setup and the equipment used for sound as applied to theatre and live concerts. Prerequisite: TH 142.

### **TH 0422 • Acting III**

**Fall • 3 Credit Hours**

Study and presentation of selected historic performance styles, with particular attention to physical manners and speech. Emphasis on Shakespearean language and performance, farce and social comedy. Prerequisite: TH 341.

### **TH 0423 • Acting IV**

**Spring • 3 Credit Hours**

This course involves the analysis, rehearsal, and performance of scenes from plays from the late nineteenth through mid twentieth century that are classified as Modern Realism. These range from works by Henrik Ibsen and Anton Chekhov to the plays of Arthur Miller and Tennessee Williams. This course builds upon the foundation laid in Acting I and II with emphasis on the personalization of the characters' experience and the discovery and playing of the characters' psychological condition. Prerequisite: TH 341 Acting II.

### **TH 0431 • Creative Dramatics**

**Fall (Odd) • 3 Credit Hours**

Methods and techniques of teaching dramatic improvisations for young people through the exploration of various art forms appropriate for dramatic presentation with an emphasis on storytelling.

### **TH 0441 • Stage Design**

**Spring (Even) & Demand • 3 Credit Hours**

Scene design approached artistically. Focus on nonverbal communication between directors, designers, technicians and audience members. Rendering techniques and period research will be addressed. Prerequisites TH 142 and TH 234.

### **TH 0450 • Advanced Lab Practicum**

**Fall & Spring • 1-3 Credit Hours**

Advanced practical implementation of techniques learned at beginning and intermediate levels of theatre production in the areas of directing and design. Play production for public performance. May be repeated for credit.

### **TH 0491 • Theatre Internships**

**Demand • 1-3 Credit Hours**

Internship in theatre provides selected students on-the-job training and experience. The student is supervised and evaluated by theatre faculty and by the supervisor at the facility where the student works. May be repeated three times.

### **TH 0498 • Topics in Theatre**

**Demand • 1-8 Credit Hours**

Special topics in Theatre for upper level students.

### **TH 0499 • Independent Study in Theatre**

**Fall & Spring • 1-3 Credit Hours**

Structured by the advisor with approval of department head. Prerequisite: Advanced standing in major field with GPA of 3.0. Enrollment must be approved by advisor, department head and school dean.

**For additional information contact:**

**Dr. James Lile**

**Taylor Performing Arts 237B**

**417.625.9656 • lile-j@mssu.edu**





***Accounting***

*Aviation*

***Business Education***

***Computer Information  
Science***

***Economics***

***Engineering Technology***

***Entrepreneurship***

***Finance***

*General Business*

*International Business*

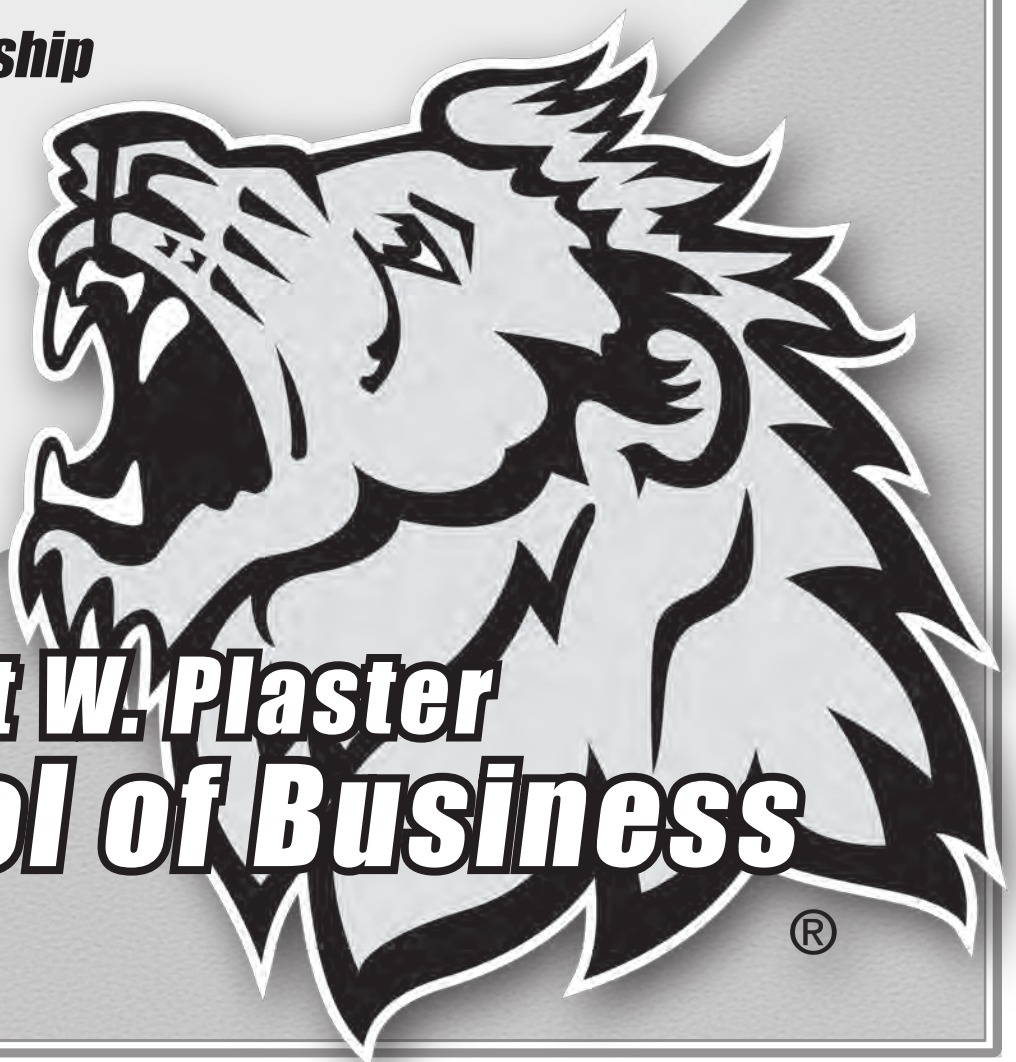
***Logistics***

*Management*

***Marketing***

***Master of Accountancy***

***Robert W. Plaster  
School of Business***



## **School Dean**

**Dr. John D. Groesbeck**

Plaster Hall 302 • 417.625.9319

### Degrees and Programs

#### **Bachelor of Science**

in Business

Administration

- Accounting
- Economics
- Finance
- General Business
- International Business
- Management
- Human Resource Management
- Marketing

#### **Bachelor of Science**

- CIS - Information Technology
- CIS - Information Systems
- CIS - Computer Forensics
- CIS - Computer Science
- CIS - Computer Technology
- CIS - Computational Mathematics
- Economics
- Industrial Engineering Technology
- Logistics

#### **Bachelor of Science in Education**

(In cooperation with the School of Education)

- Business Education
- Industrial Technology Education

#### **Associate of Science**

- Manufacturing Engineering Technology
- CIS - Information Systems

#### **Master of Accountancy**

Minors

- Accounting
- Economics
- CIS - Information Assurance & Security
- CIS - Information Systems
- CIS - Network Systems Administration
- CIS - Website Administration
- ET - Continuous Process Improvement
- Finance
- General Business
- International Business
- Human Resource Management
- Management
- Marketing
- Multimedia
- Quality Management\*
- Entrepreneurship

#### **Certificate of Competency**

- ET - CNC Operator
- ET - Continuous Process Improvement
- ET - Quality Technician
- ET - Six Sigma Green Belt
- ET - Six Sigma Black Belt
- Entrepreneurial Accounting
- Entrepreneurial Finance
- Entrepreneurial Management
- Entrepreneurial Marketing
- Entrepreneurial Planning

### **Mission**

The mission of The Robert W. Plaster School of Business (PSB) is to prepare our students to be responsible, productive professionals who serve in the global business environment. We fulfill our mission through quality programs in a student-centered learning community.

### **Learning Goals**

Graduates of the Plaster School of Business will be:

1. Effective communicators in both written and oral forms.
2. Capable of making immediate contributions to their employers because of their mastery of current knowledge, skills and abilities associated with their profession.
3. Globally and culturally aware, and capable of effectively working with diverse people.
4. Able to utilize quantitative and information technologies to analyze and provide solutions to enhance their organization.
5. Ethical and self-aware individuals who are able to provide leadership and vision, as well as effective followership and support as needed.

### **Vision**

We will achieve national recognition as being among the most innovative and market-sensitive regional business schools in the country.

### **Core Values**

#### **• Learning and Research**

We promote an environment that facilitates and supports learning, collaboration and communication by both faculty and students directed at scholarly activity and the application of knowledge.

#### **• Community**

We respond to the needs of our global community by preparing responsible, productive citizens for leadership roles and by providing services that support economic development.

#### **• Innovation**

We cultivate a spirit of entrepreneurship by developing new offerings and activities and by incorporating technological and pedagogical advances that support the learning environment.

#### **• Social Responsibility**

We believe that faculty and students should engage in activities that foster social and ethical awareness and respond to domestic and international needs for sustainable societies.

#### **• Continuous Improvement**

We commit to continually assess and improve our current programs and activities that support our mission, vision and core values.

### **Accreditation**

Programs in the Robert W. Plaster School of Business have earned accreditation from multiple organizations. All Business programs are accredited by the ACBSP. ACBSP is the leading specialized accreditation association for business education to support, celebrate and reward teaching excellence. The Industrial Engineering Technology program is accredited by the Technology Accreditation Commission (TAC) of ABET. ABET accredits programs in applied science, computing, engineering, and engineering technology at institutions in 24 nations.

### **Student Organizations**

**The Accounting Club** provides accounting students information about the profession, along with the opportunity to network with practicing accountants. Members can interact through monthly meetings and various social functions and are encouraged to become active in the area's professional accounting organizations. The club publishes an annual Resume Book that is distributed as a resource to area employers that wish to hire new accounting graduates.

**The Finance and Investment Club** is open to all majors who desire knowledge about financial careers and investments. Meetings allow students to network with each other and financial professionals and an annual trip allows students to gain exposure to financial markets and companies.

**Omicron Delta Epsilon** is the honorary economics fraternity open to juniors with at least 15 hours in economics or finance and a 3.5 GPA in economics or finance courses.

Collegiate DECA is an international organization that engages students from a variety of educational disciplines while maintaining a strong focus on business-related areas such as marketing, management and entrepreneurship. Competitive events at the state and national levels allow students to gain recognition and develop leadership skills. Meetings provide networking opportunities with business professionals.

Phi Beta Lambda aims to develop competent and aggressive business leadership, to create more interest and understanding of American business enterprise and to improve business and citizenship through participation in worthy undertakings. PBL is open to all students.

Delta Mu Delta is an international honor society in Business Administration that exists to promote higher scholarship in training for business and to recognize and reward scholastic achievement in business subjects. To be inducted in the Lambda Gamma Chapter, students must major in business and graduate in the top 20% of their class.

**Missouri Southern Business Education Association** is open to all business education majors. Its primary goal is to provide students with information regarding the teaching profession and to prepare them for their careers. Meetings offer students the chance to make important contacts with public school teachers and administrators, state department personnel and other professionals who are featured as speakers.

**The Society of Human Resource Management** is designed to familiarize students with human resource administration, industrial psychology and labor relations. It also functions as a way to keep students up-to-date on new professional human resources developments.

**The Society of Manufacturing Engineers Student Chapter U 178 (SME)** sponsors social and educational events as well as provides students with the opportunity to network and gain the competitive edge needed for building lucrative careers. Club activities include plant tours, homecoming activities, Engineering Technology initiation event, career fairs, and other events.

The International Business Club is open to those interested in any facet of international business. Both U.S. and international students are represented. Monthly meetings give members a chance to hear guest speakers from different businesses engaged in international activities, as well as experience field trips to area businesses.

**Computer Information Science Club** is a forum for CIS students and other interested parties to meet and discuss topics of mutual interest and to network with potential employers and internship opportunities. The club typically hosts 4 or 5 outside speakers a year from nearly every major IT employer in the area. In addition, field trips and visits to such places as Leggett & Platt, Con-Way Truckload, Wal-Mart headquarters, and to the Mountain Underground Data Center have been organized. Through club auspices, members arrange study groups, tutoring, and community service projects and they form a personal network to help each other find internships during school and full-time jobs after graduation.

## Economic Development

### Small Business and Technology Development Center

The Robert W. Plaster School of Business, in conjunction with the Small Business Administration, has formed a Small Business and Technology Development Center. The SBTDC was established in April 1987 and is located in the Robert W. Plaster Free Enterprise Center. The SBTDC provides existing and start-up for-profit small businesses in Jasper, Newton, Barton, Vernon, Cedar, Dade, Lawrence and McDonald counties with one-on-one consulting. In addition, the SBTDC assists businesses with their training and educational needs. The Center seeks to serve those needs by developing and/or coordinating various seminars and workshops for the local businesses.

## The International Trade and Quality Center

The mission of the International Trade and Quality Center in the Robert W. Plaster School of Business is to:

1. Develop international consulting and other relevant services for four-state organizations and individuals who are or wish to be involved in international trade;
2. Assist area organizations in their quest for continuous improvement of products, processes and services to enhance quality while reducing cost;
3. Enhance the business curriculum by providing international and quality resources, internship opportunities and other appropriate assistance for faculty and students.

## Business and Economic Lecture Series

The Robert W. Plaster School of Business sponsors an annual lecture series. Speakers of interest to both students and local business people are featured.

## SBTDC Workshops

The Robert W. Plaster School of Business has established workshops to help local businesses with their training and educational needs. The Center seeks to serve those needs by developing and/or coordinating various seminars for the local businesses.

## iBILD

The Institute for Business Innovation, Leadership and Development (iBILD) at Missouri Southern State University seeks to become a nationally recognized engine for economic growth in the 4-state area anchored by Joplin, Missouri. Housed in the Robert W. Plaster School of Business, the iBILD offers support to the community and organizations through non-credit seminars, certificate programs, solutions consulting, customized learning, and other programs to help individuals, non-profits, and businesses in the 4-state region. Our featured certificates include:

- Online certificates in new venture creation
- Innovation management
- Quality and process management
- Six Sigma and Lean training

For more information call 417-625-3128 or email [ibild@mssu.edu](mailto:ibild@mssu.edu). For a current list of training seminars and non-credit certificate programs, click to [www.ibild.org](http://www.ibild.org).

## Business General Education Requirements

All BSBA candidates must take the following "core" courses in addition to the courses required in their major (see course descriptions for prerequisites):

**Mathematics** - All candidates for the BSBA degree must complete MATH 129 (Finite Math) or higher as their General Education mathematics course.

### Business Administration Core Requirements

ACCT 201	Principles of Financial Accounting.....	3
ACCT 202	Principles of Managerial Accounting .....	3
ECON 201	Principles of Economics-Macro .....	3
ECON 202	Principles of Economics-Micro .....	3
FIN 350	Financial Management.....	3
GB 301	Legal Environment of Business I.....	3
GB 320	Business Communication.....	3
GB 321	Business Statistics I .....	3
IB 310 **	International Business.....	3
MGMT 237	Using Information Systems .....	3
MRKT 300	Principles of Marketing.....	3
MGMT 350	Fundamentals of Organizational Management.....	3
MGMT 452*	Strategic Management .....	3
<b>Total Business Core .....</b>		<b>39</b>

\*MGMT 452 Prerequisites: Senior standing, MRKT 300, MGMT 350, FIN 350 and should be taken during last semester of university work.

\*\*IB 310 will satisfy Area I of the General Education requirements.

**ACCOUNTING****FACULTY:**

**D. Smith - Chair, Agee, Comstock,  
Garner, Huffman, Mattix and J. Smith  
Plaster Hall 309H • 417.625.3012**

**Mission**

The mission of the Department of Accounting at Missouri Southern State University is to help meet the needs of our society for business school graduates by providing quality accounting education. Consistent with the University's mission, the Department of Accounting embraces an integration of liberal and professional education to enable students to develop the ability to excel in the complex work environment of business. The curriculum combines extensive accounting study with a focus on development of student competencies in the areas of professional integrity, social responsibility oral and written communications, interpersonal relationships, technology management, research experience, international business affairs and critical thinking skills.

The BSBA accounting major course of study is designed to prepare the student to enter any area of the accounting profession, to successfully complete the Certified Public Accountant or other professional certification examination and/or to enter graduate school. Majors in accounting must earn a grade of 'C' or above in all accounting courses in order to earn a BSBA.

Prospective accounting majors should take note of the requirements for entry into the profession. The State of Missouri requires 150 hours of college credit, including an undergraduate degree, before a candidate may sit for the Certified Public Accountant examination. Most other states have similar requirements. The American Institute of Certified Public Accountants requires new members to have 150 semester hours of college credit in order to join. Accounting majors desiring to meet this requirement should note the "150-hour" recommendations at the end of the BSBA suggested order of study or plan to obtain a graduate degree such as our Master of Accountancy degree.

A minor in accounting for both BSBA and non-BSBA degree candidates is also offered.

**150-Hour Recommendations**

Beyond the Master of Accountancy degree or additional undergraduate accounting courses, the student may find it helpful to concentrate any remaining hours in a single area such as finance, computer science, communications, a foreign language, total quality management or similar pursuits. Students may wish to consider a double-major in Accounting and CIS.

**For additional information  
contact:**

**Dr. David Smith  
Plaster Hall 309H**

**417.625.3012**

**smith-d@mssu.edu**

**Accounting Emphasis ..... Major Code AC00****Bachelor of Science in Business Administration****General Education Requirements (p. 45) 46-47\* ..... 43-44**

**Business Core (p. 139)\* ..... 39**

**Accounting Major\*\* ..... 27**

ACCT 309 Accounting Information Systems ..... 3

ACCT 312 Intermediate Accounting I ..... 3

ACCT 322 Intermediate Accounting II ..... 3

ACCT 332 Intermediate Accounting III ..... 3

ACCT 375 Tax Accounting I ..... 3

ACCT 385 Cost Accounting ..... 3

ACCT 411 Auditing ..... 3

**Pick two from the following ..... 6**

ACCT 376 and 476 VITA I (2) and VITA II (1) - 3 hrs total

ACCT 402 Advanced Accounting (3)

ACCT 408 Tax Accounting II (3)

ACCT 422 Advanced Cost Accounting (3)

**Electives ..... 14-15**

**Total ..... 124-125**

\*Required course in economics (ECON 201) satisfies major requirement and three hours of General Education Requirements.

\*\* Majors in accounting must earn a grade of 'C' or above in all accounting courses in order to earn a BSBA.

Those interested in sitting for the CPA exam should consider: Advanced Accounting and Tax Accounting II. Those interested in sitting for the Certified Management Accountant exam should consider: Tax Accounting II and Advanced Cost Accounting.

**Looking for more info?  
Check out MSSU.EDU today!**

**Minor in Accounting • Non-BSBA Degree Candidates**

**Major Code.....AC80**

**Required Courses:**

ACCT 309 Accounting Information Systems ..... 3

ACCT 312 Intermediate Accounting ..... 3

ACCT 375 Tax Accounting I ..... 3

GB 301 Legal Environment of Business I ..... 3

FIN 350 Financial Management ..... 3

Upper Division Accounting electives ..... 6

**Total for Minor (Accounting) .....21**

\*Must meet prerequisites of individual courses.

**Minor in Accounting • BSBA Degree Candidates**

**Major Code.....AC81**

**Required Courses:**

ACCT 309 Accounting Information Systems ..... 3

ACCT 312 Intermediate Accounting ..... 3

ACCT 375 Tax Accounting I ..... 3

Upper Division Accounting electives ..... 9

**Total for Minor (Accounting) .....18**

## COURSE DESCRIPTIONS: ACCOUNTING

### ACCT 0201 • Principles of Financial Accounting

Fall, Spring & Summer • 3 Credit Hours

An introduction to accounting as an information communication function that supports economic decision making. The topics covered should help students understand the development of financial statements and their interpretation. Prerequisite: MATH 30 or higher.

### ACCT 0202 • Principles of Managerial Accounting

Fall, Spring & Summer • 3 Credit Hours

Use of accounting as a tool for the process of planning, controlling and decision making. Emphasis on where accounting data is obtained, what kind of information is needed and how it is used in the management process. Prerequisite: ACCT 201.

### ACCT 0309 • Accounting Information Systems

Fall & Spring • 3 Credit Hours

A comprehensive study of the objectives, uses, evaluation and design of accounting information systems. The course is for students who will soon be assuming the responsibilities of professional accountants and need to know how accounting information systems function. Prerequisite or Co-Requisite: ACCT 202.

### ACCT 0312 • Intermediate Accounting I

Fall & Spring • 3 Credit Hours

A study of the four major financial statements, the conceptual framework underlying financial reporting, and generally accepted accounting principles (GAAP) for revenue recognition. Emphasis is placed on the importance of professional career development and ethics in the financial reporting process. Prerequisites: ACCT 202 with a grade of 'C' or above and MATH 129 or higher.

### ACCT 0322 • Intermediate Accounting II

Fall & Spring • 3 Credit Hours

Course that covers financial accounting for business enterprises (with emphasis on the corporation). Emphasizes topics in areas of: accounting for assets, liabilities and stockholders' equity. Prerequisite: ACCT 312 with grade of 'C' or above.

### ACCT 0332 • Intermediate Accounting III

Fall & Spring • 3 Credit Hours

Third of three courses that comprehensively cover financial accounting concepts and standards for business enterprises (with emphasis on the corporation). Coverage includes: (1) derivatives, (2) investments, (3) income taxes, (4) post-retirement benefits, (5) leases, (6) cash flows, (7) accounting changes and errors, (8) troubled debt restructuring, and (9) full disclosure in financial accounting. Prerequisite: ACCT 322.

### ACCT 0375 • Tax Accounting I

Fall • 3 Credit Hours

Procedures for reporting federal income taxes with emphasis on income and deductions for individuals. Practice in preparing federal income tax returns. Prerequisites: ACCT 201 and 202 with a 'C' or above or permission.

### ACCT 0376 • VITA I

Spring • 2 Credit Hours

An in-depth study of individual income taxation with particular emphasis on federal and Missouri tax return preparation. Students must pass the required tax certification exams offered by the IRS and will prepare individual tax returns. Prerequisite: ACCT 375 with a C or higher.

### ACCT 0385 • Cost Accounting

Spring & Summer • 3 Credit Hours

Study of accounting cost systems providing information generation for managerial planning and control. Special emphasis is placed on both technology and Quality Management as applied to industrial and service enterprises. Prerequisites: ACCT 202 with a 'C' or above, GB 321.

### ACCT 0402 • Advanced Accounting

Fall • 3 Credit Hours

Application of accounting principles of business combinations, consolidated financial statements, foreign currency transactions, international accounting and governmental accounting. Prerequisite: ACCT 322.

### ACCT 0408 • Tax Accounting II

Spring • 3 Credit Hours

Procedures for reporting federal income taxes with emphasis on corporations, partnerships, estates and trusts. Practice in preparing federal income tax returns of these business entities. Prerequisite: ACCT 375 or permission.

### ACCT 0411 • Auditing

Fall & Spring • 3 Credit Hours

Overview of the certified public accounting profession with special attention to auditing standards, professional ethics, the legal liability inherent in the attest function, the study and evaluation of internal control, the nature of evidence, the use of statistical sampling and performing an audit. Prerequisites: ACCT 312, ACCT 309. Prerequisite or co-requisite: ACCT 322.

### ACCT 0422 • Advanced Cost Accounting

Demand • 3 Credit Hours

Advanced study in decision models and cost information, system choice, strategy, and management control. Special emphasis on Quality Management and time related management control initiatives. Prerequisite: ACCT 385.

### ACCT 0476 • VITA II

Spring • 1 Credit Hour

A continuation of VITA I where students prepare federal and other state tax returns. Students must pass the Basic, Intermediate and Advanced tax certification exams offered by the IRS, and will review basic and intermediate tax returns and prepare advanced individual tax returns. Prerequisite: ACCT 376 or instructor permission.

### ACCT 0491 • Internship in Accounting

Demand • 1-12 Credit Hours

An internship for senior accounting students with an opportunity to observe and participate in actual business operations within the community. All internships must conform to institutional policy regarding the number of hours of work, the number of credit hours and written agreements with the cooperating business or agency. Prerequisites: 65 hours, 3.0 GPA and department approval.

### ACCT 0498 • Advanced Topics in Accounting

Demand • 1-3 Credit Hours

For upper division accounting or related majors with topics to be announced each time the course is offered. Prerequisite: Senior standing or permission.

### ACCT 0499 • Independent Study in Accounting

Demand • 1-6 Credit Hours

Individually directed readings, research and discussion in selected areas of accounting for advanced majors. Scope, depth, area of concentration and credit to be arranged upon entry into course. Offered by arrangement. Prerequisites: Permission and a minimum 3.0 GPA. Repeatable up to six credit hours.

**AVIATION****FACULTY:****Plaster Hall • 417.625.9319**

The Aviation program is offered in affiliation with the Mizzou Aviation Company of Joplin, Missouri. Special fees above tuition are required for this course.

**For additional information contact:**

Dr. John Groesbeck • Plaster Hall 302  
417.625.9319 • groesbeck-j@mssu.edu

**AV 0200 • Basic Pilot Training****Demand • 5 Credit Hours**

An integrated course designed to meet ground school and flight training requirements for eligibility to take the Federal Aviation Administration examination for a Private Pilot Certificate. In addition to scheduled ground school classes, the course requires approximately 45 hours of dual and solo flight and check flight. Credit is awarded when the FAA certificate is obtained. Special fees and a third class medical certificate are required. Special fees for this course include plane rental and examiners test fee. Course grade is recorded as Pass or Fail.

**BUSINESS EDUCATION****FACULTY:****Block****Plaster Hall 309Q • 417.625.9603**

The BSE business major course of study prepares graduates to teach business at the secondary level.

Business education majors must have a cumulative GPA of 2.75 in all course work and must maintain a cumulative GPA of 2.75 in business courses.

**Bachelor of Science in Education ..... Major Code ES10**  
**Business Major**

<b>General Education Requirements (p. 45) 46-47* ..... 43-44</b>	
<b>Education Courses (p. 180) 42-43** ..... 39-40</b>	
<b>Business Major ..... 43-45</b>	
ACCT 201	Principles of Financial Accounting ..... 3
ACCT 202	Principles of Managerial Accounting ..... 3
ECON 201	Principles of Economics-Macro ..... 3
GB 301	Legal Environment of Business I ..... 3
GB 312	Principles of Business Education ..... 3
GB 320	Business Communication ..... 3
IB 310	International Business ..... 3
MGMT 237	Using Information Systems ..... 3
MRKT 300	Principles of Marketing ..... 3
MGMT 337	Management Information Systems ..... 3
MGMT 350	Fundamentals of Organizational Management ..... 3
MRKT 405	Internet Marketing ..... 3
Electives	..... 4-6
<b>Total</b>	<b>.....125</b>

\*ECON 201 satisfies part of Area E2

\*\*EDUC 280 satisfies Area I

**For additional information contact:**  
**Dr. Beverly Block • Plaster Hall 309Q**  
**417.625.9603 • block-b@mssu.edu**

**COMPUTER INFORMATION SCIENCE****FACULTY:**

**Oakes - Chair, Collins, Herr, Pinet, Schiavo & Tunnell**  
**Plaster Hall 223 • 417.625.9383**

**Mission**

The Computer Information Science (CIS) Department provides opportunities for a broad undergraduate education in the many aspects of computer information technology. The program offers courses of instruction that develop a thorough understanding of current methods used in the design and implementation of computer based solutions.

**Fundamental Values**

Pursuant to the department's educational mission, the faculty:

- Maintains the currency of the curriculum through ongoing research and consultation with industry representatives.
- Engages in professional development that allows its members to remain current in their fields and to provide technological leadership to the university community.
- Is committed to the success of its students, both during and after college.

**Program Goals**

The Computer Information Science program will produce graduates who:

- Understand and can utilize core information technologies.
- Can analyze, design and implement effective technology based solutions.
- Have requisite communication and quantitative skills.
- Work effectively as team members.
- Are committed to lifelong personal and professional development.
- Conduct themselves in an honorable and ethical manner.

**Curricula Options**

Within this context, the Department offers the following curricula options:

- Bachelor of Science in CIS-Information Technology
- Bachelor of Science in CIS-Information Systems
- Bachelor of Science in CIS-Computational Mathematics
- Bachelor of Science in CIS-Computer Forensics
- Minor in CIS-Network Systems Administration
- Minor in CIS-Information Systems
- Minor in CIS-Website Administration
- Minor in CIS-Information Assurance and Security
- Associate of Science in CIS

The four **Bachelor of Science in CIS** alternatives prepare the student for graduate school or entry-level positions such as systems programmer, systems analyst, applications programmer, database administrator, computer forensics analyst, user support specialist, network administrator or website administrator.

**Information Technology and Information Systems** are distinguished by selected courses that develop the student's understanding of an organization's information requirements and procedures for designing and implementing an information system that will facilitate its management. The Information Systems option results in a minor in Business while Information Technology allows the most flexibility in selecting supporting courses.

**Computational Mathematics** meets the requirements for a double major in Computer Information Science and Mathematics. The student takes CIS and mathematics classes that develop an expertise in applied mathematics and the theoretical foundations of computer science. Such knowledge is required

to design and implement computer solutions for a wide range of problems encountered in science and engineering.

**Computer Forensics** fulfills the requirements for a double major in Computer Information Science and Criminal Justice Administration. Computer Forensics involves techniques for securing computer networks as a precaution against criminal threat. In addition, it includes the identification, extraction, preservation and documentation of computer evidence for the purpose of identifying and prosecuting perpetrators of computer-based crime.

A minor or associate of science provides the student pursuing some other major with a credential and expertise in computing, an enhancement that is becoming increasingly important in almost every area of science, education, business and the arts. The Network Systems Administration alternative is designed to provide the student with the knowledge base necessary for managing local/wide area computer networks, as well as being able to provide user support and training in the area of personal computer hardware and application software. The Website Administration curriculum focuses on the knowledge and skills needed to build and provide on-going support for effective and useful Internet websites. The Information Assurance and Security minor develops the skills needed for the protection of computer networks and institutional data.

In addition to these options, the Computer Information Science Department in collaboration with other departments within the Plaster School of Business has developed a curriculum alternative that will qualify the student for a Bachelor of Science in CIS, along with a Bachelor of Science in Business Administration degree with a selected emphasis such as accounting, finance and economics, marketing, management, international business or general business.

The nature of Computer Information Science is such that a student selecting this major should enjoy and have a talent for solving problems. The effectiveness of the CIS curricula is measured by the success of our graduates. Their average starting salaries are among the highest when compared to other majors and placement records indicate that they have enjoyed an excellent placement rate. Many hold positions as middle and upper-level managers for a wide range of organizations and several have earned graduate degrees.

Only courses in which a student has earned a grade of 'C' or above will satisfy departmental requirements for the major or minor in Computer Information Science.

### **Computer Information Science Core Requirements**

**CIS Core Requirements:**

CIS 110	Programming I.....	3
CIS 202	Information Systems I .....	3
CIS 210	Programming II.....	3
CIS 310	Database Management.....	3
CIS 315	Computer Networks .....	3
CIS 345	UNIX System Administration .....	3
CIS 350	Data Structures .....	3
CIS 375	IT Project Management.....	3
CIS 410	Information Systems II .....	3
CIS 425	Database Management II.....	3
CIS 450	Operating Systems.....	3
<b>Total CIS Core Requirements .....</b>		<b>33</b>

**Bachelor of Science in CIS ..... Major Code C104**

### **Information Technology Option**

<b>General Education Requirements (p. 45) 46-47*.....</b>		<b>44</b>
<b>CIS Core Requirements .....</b>		<b>33</b>
<b>Professional Electives .....</b>		<b>18</b>
<b>(Choose 2 pairs from the following 3 pairs of courses)</b>		
CIS 230	Programming with RPG and	
CIS 321	Advanced RPG	
OR		
CIS 234	Programming with COBOL and	
CIS 334	Advanced COBOL	
OR		
CIS 308	Website Administration I and	
CIS 340	Website Administration II.....	12
CIS	Electives** .....	6
<b>Supporting Concentration*** .....</b>		<b>15</b>
<b>Supporting Requirements .....</b>		<b>3</b>
MATH 130	College Algebra or above.....	3
<b>General Electives.....</b>		<b>11</b>
<b>Total .....</b>		<b>124</b>

\*Math course in major requirements satisfies three hours of the General Education Requirements.

\*\*May not select CIS 105 or 305.

\*\*\*Must be approved by the student's advisor and the CIS department head.

**Bachelor of Science in CIS ..... Major Code C111 • Minor Code IE85**

### **Information Technology Option**

#### **Minor in Continuous Process Improvement**

<b>General Education Requirements (p. 45) 46-47*.....</b>		<b>44</b>
<b>CIS Core Requirements .....</b>		<b>33</b>
<b>Professional Electives .....</b>		<b>18</b>
<b>(Choose 2 pairs from the following 3 pairs of courses)</b>		
CIS 230	Programming with RPG and	
CIS 321	Advanced RPG	
OR		
CIS 234	Programming with COBOL and	
CIS 334	Advanced COBOL	
OR		
CIS 308	Website Administration I and	
CIS 340	Website Administration II.....	12
CIS	Electives** .....	6
<b>Supporting Concentration .....</b>		<b>18</b>
IET 205	Computer Applications and Cost Analysis.....	3
IET 315	Probability and Statistics for Engineers	
OR		
MATH 310	Elementary Statistics	
OR		
GB 321	Business Statistics	
OR		
PSY 320	Applied Statistics for the Behavioral	
	and Natural Sciences .....	3
IET 320	Applied Statistical Control .....	3
IET 355	Work Measurement Ergonomics .....	3
IET 380	Principles of Lean.....	3
IET 440	Six Sigma Methodology .....	3
<b>Supporting Requirements .....</b>		<b>3</b>
MATH 130	College Algebra or above.....	3
<b>General Electives.....</b>		<b>8</b>
<b>Total .....</b>		<b>124</b>

\*Math course in major requirements satisfies three hours of the General Education Requirements.

**Bachelor of Science in CIS** ..... Major Code CI03**Information System Option****Minor in General Business**

<b>General Education Requirements (p. 45) 47*</b>	<b>41</b>
<b>CIS Core Requirements</b>	<b>33</b>
<b>Business Requirements</b>	<b>36</b>
ACCT 201 Principles of Financial Accounting	3
ACCT 202 Principles of Managerial Accounting	3
ECON 201 Principles of Economics (Macro)	3
ECON 202 Principles of Economics (Micro)	3
FIN 350 Financial Management	3
GB 301 Legal Environment of Business I	3
GB 320 Business Communication	3
GB 321 Business Statistics I	3
IB 310 International Business	3
MRKT 300 Principles of Marketing	3
MGMT 350 Principles of Management	3
MGMT 452 Strategic Management	3
<b>Supporting Requirement</b>	<b>3</b>
MATH 130 College Algebra or above	3
<b>General Electives</b>	<b>11</b>
<b>Total</b>	<b>124</b>

\*Math and economics courses in major requirements satisfy six hours of the General Education Requirements.

**Bachelor of Science** ..... Major Code CI02**CIS and Mathematics Major  
Computational Math Option**

<b>General Education Requirements (p. 45) 47*</b>	<b>39</b>
<b>CIS Core Requirements</b>	<b>33</b>
<b>Mathematics Core</b>	<b>34</b>
MATH 150 Calculus I	5
MATH 250 Calculus II	5
MATH 260 Calculus III	3
MATH 300 Fundamentals of Math Thought	3
MATH 340 Discrete Mathematics	3
MATH 350 Introduction to Numerical Analysis	3
MATH 351 Linear Algebra	3
MATH 361 Probability and Statistics I	3
MATH 371 Operations Research	3
MATH Elective above 320	3
<b>Supporting Requirements</b>	<b>10</b>
PHYS 250 General Physics I	2
PHYS 260 General Physics II	3
CHEM 151 General Chemistry I / Lab	5
<b>General Electives</b>	<b>8</b>
<b>Total</b>	<b>124</b>

\*Math and physics courses in major requirements satisfy eight hours of the General Education Requirements.

**Bachelor of Science** ..... Major Code CI05**CIS and Criminal Justice Administration Major  
Computer Forensics Option**

<b>General Education Requirements (p. 45) 47*</b>	<b>44</b>
<b>CIS Requirements</b>	<b>36</b>
CIS 110 Programming I	3
CIS 202 Information Systems I	3
CIS 210 Programming II	3
CIS 310 Database Management I	3
CIS 315 Computer Networks	3
CIS 345 UNIX System Administration	3
CIS 350 Data Structures	3
CIS 410 Information Systems II	3
CIS 425 Database Management II	3
CIS 440 Computer Forensics I	3
CIS 445 Computer Forensics II	3
CIS 450 Operating Systems I	3
<b>CJAD Requirements</b>	<b>33</b>
LE 100 Introduction to Criminal Justice	3
LE 200 Crime Scene Investigation I	3
LE 210 Criminal Procedures	3
LE 232 Ethics Criminal Justice	3
LE 250 Criminal Law	3
LE 280 Interview & Report Writing	3
CJAD 330 Asset Protection	3
CJAD 340 Crime Scene Investigation II	3
CJAD Upper Division Electives	9**
<b>Supporting Requirement</b>	<b>3</b>
MATH 130 College Algebra or above	3
<b>General Electives</b>	<b>8</b>
<b>Total</b>	<b>124</b>

\*Math course in major requirements satisfies three hours of the General Education Requirement.

\*\*One upper division elective needs to be writing intensive.

**Associate of Science in CIS - Information Systems**

Major Code.....CI07

<b>General Education Requirements (p. 46) 27-28*.....</b>	<b>24-25</b>
<b>CIS Requirements</b>	<b>27</b>
CIS 110 Programming I	3
CIS 202 Information Systems I	3
CIS 210 Programming II	3
CIS 310 Database Management Systems I	3
CIS 410 Information Systems II	3
CIS Electives**	12
<b>Supporting Requirements</b>	<b>3</b>
MATH 130 College Algebra or above	3
<b>General Electives</b>	<b>9-10</b>
<b>Total</b>	<b>64-65</b>

\*Math course in major requirements satisfies three hours of the General Education Requirements.

\*\*May not select CIS 105 or 305.

**For additional information contact:**

**Dr. Jack Oakes, Department Chair of Computer Information Science**  
**Plaster Hall, Room 223E • 417.625.9383 • oakes-j@mssu.edu**

**Minor in CIS - Network Systems Administration**

Minor Code.....C182

<b>CIS Requirements.....</b>	<b>21</b>
CIS 110      Programming I.....	3
CIS 210      Programming II.....	3
CIS 315      Computer Networks .....	3
CIS 325      Windows LAN Administration .....	3
CIS 345      UNIX System Administration .....	3
CIS 355      Network Security .....	3
CIS          Elective* .....	3
<b>Total</b> .....	<b>21</b>

\*May not select CIS 105 or 305.

**Minor in CIS - Information Systems**

Minor Code.....C180

<b>CIS Requirements.....</b>	<b>21</b>
CIS 110      Programming I.....	3
CIS 202      Information Systems I .....	3
CIS 210      Programming II.....	3
CIS 310      Database Management Systems I .....	3
CIS 410      Information Systems II .....	3
CIS          Electives* .....	6
<b>Total</b> .....	<b>21</b>

\*May not select CIS 105 or 305.

**Minor in CIS - Website Administration**

Minor Code.....C183

<b>CIS Requirements.....</b>	<b>21</b>
CIS 110      Programming I.....	3
CIS 210      Programming II.....	3
CIS 308      Website Administration I.....	3
CIS 310      Database Management Systems I .....	3
CIS 340      Website Administration II.....	3
CIS 345      UNIX System Administration .....	3
CIS 385      Mobile Application Development .....	3
<b>Total</b> .....	<b>21</b>

**Minor in CIS - Information Assurance & Security**

Minor Code.....C184

<b>CIS Requirements.....</b>	<b>27</b>
CIS 110      Programming I.....	3
CIS 210      Programming II.....	3
CIS 315      Computer Networks .....	3
CIS 325      Windows LAN Administration .....	3
CIS 345      UNIX System Administration .....	3
CIS 355      Enterprise Network Admin & Security .....	3
CIS 405      Cryptography and .NET Security.....	3
CIS 440      Computer Forensics I.....	3
CIS 445      Computer Forensics II.....	3
<b>Total</b> .....	<b>27</b>

## **COURSE DESCRIPTIONS:**

### **COMPUTER INFORMATION SCIENCE**

**CIS 0105 • Introduction to Microcomputer Use****Fall & Spring • 3 Credit Hours**

Instruction in the fundamental use of microcomputers through packaged software and operating systems. The course provides a broad introduction to hardware, software, computer networks, online social networking and library database searches. Major application areas are discussed, such as word processing, spreadsheets and presentation tools.

**CIS 0110 • Programming I****Fall & Spring • 3 Credit Hours**

Introduces programming in a personal computer-based environment. The student will learn the fundamentals of PC hardware, operating systems and programming. Special emphasis is placed on proper program style, including modularity and structured design. The language of implementation is Visual C#. Co-requisite: MATH 130 or above.

**CIS 0202 • Information Systems I****Fall & Spring • 3 Credit Hours**

This course provides an overview of the broad field of information systems and technology. Explores the function of information systems and technology in modern organizations. Explores the options for graduates in the field. Introduces terms and concepts that are used throughout the field. Examines options for professional development in the field. Examines the design of information systems. Emphasizes the student's ability to clarify problem statements and define objectives with discussion of analysis of information systems using standard methodologies.

**CIS 0210 • Programming II****Fall & Spring • 3 Credit Hours**

Continued development of the programming and problem solving skills introduced in CIS 110. Structured programming and the object-oriented paradigm are emphasized. Includes an in-depth coverage of strings, arrays, files, classes and namespaces. Introduces Windows application programming. The language of implementation is Visual C#. Prerequisite: CIS 110 with a grade of 'C' or above.

**CIS 0230 • Programming with RPG****Spring • 3 Credit Hours**

Introduces the programming language RPG in an OS/400 environment. Includes language syntax and practice in preparing, compiling and executing applications of increasing complexity. Prerequisite: CIS 210 with a grade of 'C' or above.

**CIS 0234 • Programming with COBOL****Fall • 3 Credit Hours**

Methods and techniques for solving business related problems using the business oriented language COBOL. Applications may include payroll processing, inventory control, billing systems. Syntax of the language, report production using both sequential and indexed files and structured methodologies are major topics. Prerequisite: CIS 210 with a grade of 'C' or above.

**CIS 0298 • Topics in Computer Information Science****Demand • 1-3 Credit Hours**

Addresses emerging topics in computer science and management information systems. Each offering will be on a subject not normally included in another course. Prerequisites may be specified in each course syllabus.

## **COURSE DESCRIPTIONS: COMPUTER INFORMATION SCIENCE (CONTINUED)**

### **CIS 0305 • Microcomputer Applications**

**Fall & Spring • 3 Credit Hours**

Provides an overview of the most common environment and software tools for the serious user of microcomputers. Hardware topics are included to allow the student to compare and select from system configurations according to their application's requirements. An introduction to the basic elements of an operating system and a graphic user interface is followed by intensive practice with the major components of an integrated software suite of applications: word processing, spreadsheets, graphics and presentation software. A variety of data communications topics are included from the use of a local area network through connections to a world-wide system. Prerequisite: CIS 105 (or higher) or MGMT 237 or DDET 115 or consent of the department head.

### **CIS 0308 • Website Administration I**

**Spring • 3 Credit Hours**

Provides an introduction to the administration of a World Wide Website. Includes Internet concepts, design strategies, graphic and multimedia construction, legal and ethical implications, dynamic HTML and client-side programming. Prerequisite: CIS 110 with a grade of 'C' or above.

### **CIS 0310 • Database Management Systems I**

**Fall & Spring • 3 Credit Hours**

Introduces the fundamentals of database management, relational database management systems and programming for GUI. Database topics covered include entities, attributes, relationships, transactions, queries and integrity rules. Server side database concepts are illustrated with MS Access. The client side user interface and business logic is implemented in Visual Basic. Prerequisite: CIS 210 with a grade of 'C' or above.

### **CIS 0315 • Computer Networks**

**Fall & Spring • 3 Credit Hours**

Introduces the hardware and software that are integrated to form a computer network. Topics include an in-depth look at TCP/IP, data communication hardware, public networks such as the Internet and LAN and WAN network standards. Co-requisite: CIS 110 or CIS 305 or DDET 115 or MGMT 237.

### **CIS 0321 • Advanced RPG**

**Fall • 3 Credit Hours**

Emphasizes online programming of business applications. Major topics include file creation and maintenance, structured methodologies, advanced features of RPG, IBM OS environment, CL programming, Queries, Database, SQL and Internet application connectivity. Prerequisite: CIS 230 with a grade of 'C' or above.

### **CIS 0325 • Windows LAN Administration**

**Spring • 3 Credit Hours**

Provides a thorough introduction to the design, installation and management of Microsoft Server local area networks. Network configuration, security, backup and recovery are major topics. User rights and privileges, file and device sharing and Web applications are also covered. Prerequisite: CIS 315 with a grade of 'C' or above.

### **CIS 0334 • Advanced COBOL**

**Spring • 3 Credit Hours**

On-line programming and special considerations implicit in real-time business applications are studied. Creation and maintenance of indexed and sequential files and advanced features of COBOL are major topics. Prerequisite: CIS 234 with a grade of 'C' or above.

### **CIS 0340 • Website Administration II**

**Fall • 3 Credit Hours**

Continued development of subjects related to the administration of a World Wide Website. Emphasizes server-side programming issues. Particularly concerned with the creation and maintenance of a commercial site. Includes syntax and practice in ASP, CSS, CGI/Perl, VBScript, JavaScript and XML. Prerequisites: CIS 308 and CIS 310, with a grade of 'C' or above.

### **CIS 0345 • UNIX System Administration**

**Fall & Spring • 3 Credit Hours**

Introduces the UNIX operating system. Topics covered include basic UNIX commands, system configuration, the file system, process control, shell programming, the network file system, CGI programming and system security. Prerequisites: CIS 210 and CIS 315 with a grade of 'C' or above.

### **CIS 0350 • Data Structures**

**Fall & Spring • 3 Credit Hours**

Provides for the continued development of the student's knowledge of data structures and object-oriented programming. Includes an in-depth coverage of linked lists, stacks, queues, trees and graphs. Special emphasis is placed on the coverage of algorithms that are designed to efficiently manipulate these structures and techniques for selecting the most appropriate data structures for a given application. The language of implementation is Visual C#. Prerequisite: CIS 310 with a grade of 'C' or above.

### **CIS 0355 • Enterprise Network Administration and Security**

**Spring (Even) • 3 Credit Hours**

Covers essential techniques and best practices for securing an enterprise inter-network. Major topics include routing and inter-network design, firewalls, proxy servers, authentication and encryption, virtual private networks, security policy design, disaster recovery planning, hardware troubleshooting and performance analysis. Prerequisites: CIS 315 and CIS 345 with a grade of 'C' or above. Co-requisite: CIS 325.

### **CIS 0365 • Programming Computer Games**

**Demand • 3 Credit Hours**

This course will study basic concepts and techniques for developing computer games. It will cover the basic game programming techniques using XNA Game Studio and various aspects of related knowledge including game architecture, computer graphics, user interaction, animation, audio, networks and artificial intelligence. The implementation is through Visual C# and XNA Game Studio. Prerequisite: CIS 210 with a grade of 'C' or above.

### **CIS 0370 • Programming with Java**

**Demand • 3 Credit Hours**

Introduces the student to the Java programming platform. Applications and problems considered include in-depth object oriented design strategies, graphical user interfaces, exception handling, Internet programming and multimedia. Prerequisite: CIS 210 with a grade of 'C' or above.

### **CIS 375 • Information Technology Project Management**

**Fall • 3 Credit Hours**

Emphasizes managerial and analytical skills more than technological skills. The course will provide an introduction to Project Management Body of Knowledge (PMBOK®) and will use industry standard project management software to model skills in project definition and planning, and also the response to unexpected changes in environment, resources, or other features. Finally, it will include a section on the human side of management, in particular management of high-tech employees. Prerequisites: CIS 202 - Information Systems I and Junior or above standing or permission of the instructor.

### **CIS 0385 • Mobile Application Development**

**Fall • 3 Credit Hours**

This course will study basic concepts and techniques for creating mobile applications using the Java language. Topics include a Java introduction, IDE fundamentals, layout design, user gesture detection, application lifecycle, animation, sound, resource files, menus, and multithreading. Prerequisite: CIS 210 with a grade of C or above.

### **CIS 0405 • Cryptography & .NET Security**

**Spring • 3 Credit Hours**

This course provides an introduction to implementing the security and cryptography features found in the .NET platform. Students will gain a knowledge of basic cryptography theory and learn to use symmetric algorithms, asymmetric algorithms and digital signatures. Prerequisite: CIS 210 with a grade of 'C' or above or permission of the instructor.

### **CIS 0410 • Information Systems II**

**Fall • 3 Credit Hours**

Continued development of the ability to analyze and design computer-based information systems. Includes coverage of analysis and design methodologies, computer-aided software engineering tools and project management techniques. Topics are illustrated with in-depth case studies. Emphasizes teamwork. Prerequisites: CIS 202 and 310 with a grade of 'C' or above.

### **CIS 0425 • Database Management Systems II**

**Spring • 3 Credit Hours**

Includes a survey of database management theories with experience in the application of database technology. An emphasis will be placed on the relational model. Functions of database management systems, data modeling and database systems design and implementation in a client/server environment are stressed through case studies. Prerequisites: CIS 310 and CIS 410, with a grade of 'C' or above.

### **CIS 0430 • Introduction to Artificial Intelligence**

**Demand • 3 Credit Hours**

Introduces the process of developing intelligent computer software. Topics covered include knowledge abstraction and representation, heuristic search techniques, game playing, expert systems and meta-programming. Prerequisite: CIS 350 with a grade of 'C' or above.

### **CIS 0440 • Computer Forensics I**

**Spring • 3 Credit Hours**

Introduces the basics of computer forensics. Topics covered include backups and data recovery, hard drive imaging and forensic analysis of recovered data, data hiding and encryption techniques, reconstruction of past events, techniques used to compromise and safeguard computers, surveillance tools, analysis of data and collection and preservation of electronic evidence. Students will be introduced to forensic techniques and available electronic tools for forensic analysis. A basic knowledge of networks and UNIX/Linux, as well as a thorough knowledge of Windows is assumed. Prerequisites: CIS 315 and CIS 345 with a grade of 'C' or above.

### **CIS 0445 • Computer Forensics II**

**Fall • 3 Credit Hours**

A continuation of Computer Forensics I with an emphasis on the use of the professional forensic software tools like Access Data's Forensic Tool Kit and Guidance Software's EnCase. Prerequisite: CIS 440 with a grade of 'C' or above.

### **CIS 0450 • Operating Systems**

**Fall • 3 Credit Hours**

Fundamental concepts of operating system design. Emphasis is placed on identifying the problems an operating system must solve and considering the range of alternative solutions that may be implemented. Topics include process management, memory management, processor management, auxiliary storage management and security. The Linux operating system is highlighted. Prerequisite: CIS 350 with a grade of 'C' or above. Co-requisite: CIS 345.

### **CIS 0498 • Advanced Topics in Computer Information Science**

**Demand • 1-3 Credit Hours**

Addresses emerging topics in computer science and management information systems. Each offering will be on a subject not normally included in another course. Prerequisite: May be specified in each course syllabus.

### **CIS 0491 • Internship in Computer Information Science**

**Fall & Spring • 1-3 Credit Hours**

A limited number of computer information science students may serve an internship of 15 to 20 hours per week for up to 16 weeks. Credit hours will be arranged through the coordinator of the internship program. The intern will work for a local-cooperating firm in a production information technology environment gaining valuable experience in programming and/or systems analysis and design. The on-site work will be supervised by a professional employee of the firm and overseen by an MSSU faculty member. Prerequisites: Upper division standing, department head approval and an overall GPA of 3.0. This course may be repeated at most one time for additional credit.

### **CIS 0499 • Independent Study**

**Demand • 3 Credit Hours**

The advisor, with approval of the department head, structures an independent study course. Prerequisite: Upper division standing with an overall GPA of 3.0 or above. The advisor, the department head and the dean of the school must approve registration in the course.

## *ECONOMICS*



#### **FACULTY:**

**D. Smith - Chair, Abrahams, Adongo, Nichols & Rawlins  
Plaster Hall 309H • 417.625.3012**

#### **Mission**

Economics is the study of making better decisions regarding the allocation of resources, time, and technology to achieve the best possible outcomes at the individual, organization, national and international levels. Economists provide critical skills in the management of monetary systems, investments, public policy, banking, and legal issues. Recent studies identify a bachelor's degree in economics as the best preparation for Law School in terms of lifetime earnings of practicing lawyers.

The Economics Program at Missouri Southern offers two track options: One in Business Economics (BSBA) and one in General Economics (BS). The Business Economics track requires students to complete the core classes required for all business majors, whereas the General Economics track allows students to concentrate on Economics, and then choose additional areas of study either in business, or in other areas of social science, public policy, environmental sciences and virtually any other combination of disciplines that are of interest to the student.

#### **Economics Emphasis ..... Major Code EC10**

### **Bachelor of Science in Business Administration**

<b>General Education Requirements (p. 45) 46-47*.....</b>		<b>43-44</b>
<b>Business Core (p. 139).....</b>		<b>39</b>
<b>Economics Major.....</b>		<b>21</b>
ECON 300	Money and Financial Institutions.....	3
ECON 301	Managerial Economics.....	3
ECON 302	Intermediate Macroeconomics.....	3
ECON 410	Introduction to Econometrics.....	3
ECON 442	International Economics and Finance.....	3
<b>Choose two from the following:.....</b>		<b>6</b>
ECON 325	Law and Economics	
ECON 430	Economics of Organizations and Strategy	
ECON 460	Labor Economics	
INTS 304	Comparative Political Economy	
<b>Business Electives.....</b>		<b>9</b>
<b>General Electives.....</b>		<b>11-12</b>
<b>Total.....</b>		<b>124</b>

\*ECON 201 or 202 satisfies 3 hours of General Education requirements in area E2.

**Economics Emphasis ..... Major Code EC20****Bachelor of Science****General Education Requirements (p. 45) 46-47\*..... 43-44****Economics Major..... 30**

Choose 1: GB 321, MATH 310, PSC 305, PSY 320 or SOC 305..... 3

ECON 201 Principles of Economics-Macro..... 3

ECON 202 Principles of Economics-Micro..... 3

ECON 300 Money and Financial Institutions..... 3

ECON 301 Managerial Economics..... 3

ECON 302 Intermediate Macroeconomics..... 3

ECON 410 Introduction to Econometrics..... 3

ECON 442 International Economics and Finance..... 3

**Choose Two:**..... 6

ECON 325 Law and Economics..... 3

ECON 430 Economics of Organizations and Strategy..... 3

ECON 460 Labor Economics..... 3

INTS 304 Comparative Political Economy..... 3

**Minor or Second Major (required)..... 18-27****General Electives ..... 23-33****Total ..... 124\*\***

\*ECON 201 or 202 satisfies 3 hours of General Education requirements in area E2.

\*\*Must include at least 40 upper division (300-400 level) hours.

**Minor in Economics • Non-BSBA Degree Candidates**

Minor Code.....EC86

ECON 201 Principles of Economics-Macro..... 3

ECON 202 Principles of Economics-Micro..... 3

ECON 300 Money and Financial Institutions..... 3

ECON 301 Managerial Economics..... 3

ECON 302 Intermediate Macroeconomics..... 3

Upper division Economics Electives..... 6

**Total for Minor.....21**

Must meet prerequisites of individual courses.

**Minor in Economics • BSBA Degree Candidates**

Minor Code.....EC85

ECON 300 Money and Financial Institutions..... 3

ECON 301 Managerial Economics..... 3

ECON 302 Intermediate Macroeconomics..... 3

ECON 410 Introduction to Econometrics..... 3

Upper division Economics Electives..... 6

**Total for Minor.....18**

Must meet prerequisites of individual courses.

**COURSE DESCRIPTIONS:  
ECONOMICS****ECON 0101 • Economics of Social Issues****Fall, Spring & Summer • 3 Credit Hours**

This course will introduce students to the application of economic decision making in a discussion of current social and economic issues, focusing on today's most pressing social and economic problems from both a domestic and global viewpoint. Topics will include but not limited to the economics of education, health care, crime, drugs, inflation, poverty, urban congestion, international trade and environmental pollution. Fulfills general education requirement for Area E2. Not for Business majors.

**ECON 0201 • Principles of Economics (Macro)****Fall, Spring & Summer • 3 Credit Hours**

A basic course that explains the organization, operation, and goals of the U.S. economic system with emphasis on basic principles and concepts; measurement, determination, and stabilization of national income; unemployment and inflation; the role of money and monetary policy; fiscal policy; economic growth; international finance; and current economic problems. Co-requisite: MATH 030 or above.

**ECON 0202 • Principles of Economics (Micro)****Fall, Spring & Summer • 3 Credit Hours**

A continuation of economic principles with emphasis on the theory of price determination and income distribution, with particular attention to the nature and application of those bearing on decision making within a household, firm, or industry; cost and revenue implications of various product and factor market structures; and international trade and finance. Co-requisite: MATH 030 or above.

**ECON 0300 • Money and Financial Institutions****Fall • 3 Credit Hours**

The nature, need, functions, role, creation and destruction of money and credit; financial institutions and their functions with special emphasis on the commercial banking system and the Federal Reserve system; introduction to monetary theory and policy; and international aspects of money and monetary policy. Prerequisites: ECON 201 and ECON 202.

**ECON 0301 • Managerial Economics****Fall • 3 Credit Hours**

The price system and resource allocation through a system of markets and prices; price and output determination in perfect and imperfect markets; resource markets; and income determination. Prerequisites: ECON 201, ECON 202, and MATH 120 or higher.

**ECON 0302 • Intermediate Macroeconomics****Spring • 3 Credit Hours**

National income determination with various macroeconomic models; fiscal and monetary policy; international linkages; consumption and investment; and trade-offs between inflation and unemployment. Prerequisites: ECON 201, ECON 202, and MATH 120 or higher.

**ECON 0325 • Law and Economics****Fall • 3 Credit Hours**

This course will introduce students to the analytical tools used by economists to understand legal systems and how laws can alter behavior to achieve efficiency or fairness objectives. Topics include legal traditions and processes, property law, contract law, tort law, criminal law. Prerequisites: ECON 201 and ECON 202.

**ECON 0410 • Introduction to Econometrics****Spring • 3 Credit Hours**

This applied course will introduce students to the methods used by economists to conduct evidence based research utilizing causal identification techniques. Students will plan and execute an independent research project. Topics include linear and non-linear regression, data diagnostics, endogeneity, simultaneous equations, and forecasting. Prerequisites: ECON 201, ECON 202, and one of the following: GB 321, SOC 305, PSC 305, PSY 320, MATH 310.

**ECON 0430 • Economics of Organizations and Strategy****Spring • 3 Credit Hours**

This course focuses on the application of economic theory to the inner workings of organizations and their interaction with rival firms in a business environment. Students will analyze of firm strategic behavior in competitive and noncompetitive markets using the basic concepts of economic theory. Students will also explore the firm's behavior with respect to strategic positioning and dynamics paying close attention to internal organization, personnel economics, organization structure, and strategic fit. Prerequisites: ECON 301.

## COURSE DESCRIPTIONS: ECONOMICS (CONTINUED)

### ECON 0442 • International Economics and Finance

Fall • 3 Credit Hours

This course will familiarize students with the analytical and empirical tools used by economists to understand international economics, trade and finance. Topics will include the Ricardian, Heckscher-Ohlin and new theories of trade; tariffs and commercial policy; factor movement and regional economic integration. Foreign exchange markets and balance of payments statistics, multinational banking and Eurocurrency markets, the monetary approach to balance of payments adjustments, internal and external balance through monetary and fiscal policy, the international monetary system, the need for a national monetary system and the need for a new international economic order will also be covered. Prerequisites: ECON 301 and ECON 302.

### ECON 0455 • Environmental and Natural Resource Economics

Spring • 3 Credit Hours

This course introduces students to environmental economic theory and concepts. It provides students with the analytical techniques used in economic analysis of public policy relating to the environment and use of natural resources. Students will analyze historical and current environmental policy including issues under consideration by policy makers. Prerequisite: ECON 301.

### ECON 0460 • Labor Economics

Fall • 3 Credit Hours

This course will introduce students to the analytical tools used by economists to understand the labor market. Topics include labor market equilibrium, life cycle issues, human capital, wages and pay incentives, labor mobility, employment discrimination, and unemployment. Prerequisites: ECON 301 and ECON 302.

### ECON 0491 • Internship in Economics

Demand • 1-6 Credit Hours

An internship for senior Economics students with an opportunity to observe and participate in actual business operations within the community. All internships must conform to institutional policy regarding the number of hours of work, the number of credit hours and written agreements with the cooperating business or agency. Prerequisites: 65 hours, 3.0 GPA and department approval. Repeatable up to six credit hours.

### ECON 0498 • Advanced Topics in Economics

Demand • 1-3 Credit Hours

For upper-division students. Topics to be announced each time the course is offered. Examples of seminars offered in the past are: 498-Seminar in International Economics, 498-Seminar in Business Cycles and 498-Seminar in Public Finance.

### ECON 0499 • Independent Study in Economics

Demand • 1-6 Credit Hours

Individually directed readings, research and discussion in selected areas of Finance/Economics for advanced majors. Scope, depth, area of concentration and credit to be arranged upon entry into course. Offered by arrangement. Prerequisites: Permission and a minimum 3.0 GPA. Repeatable up to six credit hours.

## ENGINEERING TECHNOLOGY

### FACULTY:

Howe - Chair, Bartholet, Marsh & Murphy  
Ummel Technology 153 • 417.625.9849

### Mission

The Department of Engineering Technology (ET) provides programs designed to develop leaders in industry and society as a whole by providing a quality education to students that is application-oriented and connected to the needs of regional and global businesses.

### Department Objectives

The Engineering Technology department at Missouri Southern will produce graduates who:

1. have an appropriate mastery of the knowledge, techniques, skills and modern tools of engineering technology.
2. have the ability to apply current knowledge and adapt to emerging
3. are able to identify and analyze problems and design effective engineering technology based solutions.
4. contribute professionally by functioning effectively on teams.
5. communicate effectively with professionals and lay audiences.
6. have an understanding for the discipline of engineering technology and its role in a societal and global context.

### Outcomes:

1. Ability to identify properties of common engineering materials, explain metallurgical processes.
2. Ability to demonstrate knowledge of various manufacturing processes and use of modern tools.
3. Ability to produce multi-view drawings using software and explain design principles.
4. Ability to apply knowledge of hydraulic and pneumatic systems.
5. Ability to apply knowledge of electrical systems.
6. Ability to apply knowledge of probability and statistics.
7. Ability to apply knowledge of engineering economics.
8. Ability to apply knowledge of quality control and process improvement.
9. Ability to apply knowledge of facilities and logistics.
10. Ability to apply knowledge of work measurement and ergonomics.
11. Ability to use software applications where appropriate.
12. Ability to apply knowledge of mathematics, science, engineering, and technology to problem solving.
13. Ability to design and conduct experiments, as well as to analyze and interpret data, resulting in recommendations for process improvements.
14. Ability to apply creativity in the design of systems, components, or processes.
15. Ability to identify, analyze, and solve technical problems using appropriate methodologies and tools.
16. Ability to fulfill team role, listen to others, research and gather information, and share in the work of the team.
17. Recognition of the need for, and an ability to engage in lifelong learning.
18. Ability to understand professional, ethical and social responsibilities.
19. Respect for diversity and a knowledge of contemporary professional, societal and global issues.
21. Commitment to (a) quality, (b) timeliness, and (c) continuous improvement.

**For additional information on Economics contact:**

**Dr. David Smith • Plaster Hall 309H  
417.625.3012 • smith-d@mssu.edu**

**Curricula Options**

The department offers a variety of instructional programs. These programs are:

- Industrial Engineering Technology (IET)\*, BS
- Manufacturing Engineering Technology (MET), AS
- Continuous Process Improvement, Minor and Certificate
- Certification - Six Sigma Black Belt and Green Belt
- Certification – Other
- CNC Operator
- Quality Technician
- Industrial Training

\*Designates program that has been accredited by the Engineering Technology Accreditation Commission of ABET, Inc. ABET accredits programs in applied science, computing, engineering, and engineering technology. Accreditation is a voluntary, non-governmental process of peer review. It requires an educational institution or program to meet defined standards or criteria. It assures quality in educational institutions and programs.

**Industrial Engineering Technology (IET), BS**

The Bachelor of Science in Industrial Engineering Technology program provides a broad curriculum focused on determining the most effective and efficient ways to make a product or to provide a service. Industrial Engineering Technology is concerned with increasing productivity and quality and reducing costs through the management of people, methods of business organization and technology. Industrial Engineering Technologists have skills and knowledge that allow them to work in a wide variety of businesses. The curriculum prepares individuals for positions such as industrial engineer, quality engineer, manufacturing engineer, project engineer, process engineer or improvement specialist, as well as graduate school.

The Industrial Engineering Technology program at Missouri Southern is unique for it will allow students to earn their Six Sigma Green Belt and/or Black Belt certification should they choose to do so.

**Manufacturing Engineering Technology (MET), AS**

The Associate of Science in Manufacturing Engineering Technology program prepares students for a broad range of career opportunities in both traditional and computer-automated manufacturing environments.

Graduates enter employment with positions such as technicians, CNC programmers, first-line supervisors in manufacturing industries or pursue a baccalaureate degree.

Students graduating with the Associate of Science in Manufacturing Engineering Technology may continue their education by pursuing a baccalaureate degree in one area:

- Industrial Engineering Technology (IET)

**Continuous Process Improvement Minor/Certificate**

This minor/certificate was developed for non-Engineering Technology majors and focuses on skills and techniques used to improve processes and systems in a variety of industries. Any student majoring in business, health, criminal justice, CIS, biology, chemistry, technical writing or other fields will increase their competitiveness with this minor because any organization benefits from reducing cost and increasing productivity and quality. Some examples of industries who are looking for improvement analysts include Biotechnology, Pharmaceuticals, Food, Chemical Industry, Healthcare Services, Telecommunications Services, Medical Devices and Supplies, Financial Services, Insurance, Law Enforcement, Business Services, Computer Software, Computer Hardware, Management Consulting Services, Government and Military Engineering Services, Mortgage Industry, Aerospace and Defense, as well as Energy and Utilities.

**Six Sigma Green Belt and Black Belt Certification**

This program is designed to provide participants with the knowledge, techniques and tools necessary to successfully fulfill the Green Belt or Black Belt role in many sectors of industry.

Six Sigma is a data-driven methodology used to improve a product or process. Six Sigma has become the world standard for manufacturing as well as service companies. Six Sigma is about understanding customer requirements, tying improvements to strategic goals of the company, quantifying the financial benefits of improvement projects and following a disciplined process in apply-

ing statistical tools to achieve a "near-perfect" process.

**CNC Operator Certificate of Competency**

This certificate was developed for non-degree seeking students.

The program is designed to provide skills in the operation of Computer Numerical Controlled (CNC) lathes and milling machines. The student will be equipped to be a CNC Technician upon completion of the program.

**Quality Technician Certificate of Competency**

This certificate was developed for non-degree seeking students.

The program is structured to prepare individuals to assure quality in manufacturing and service industries. The trained individual will have the skills to assist a Quality, Manufacturing or Industrial Engineer in gathering and analyzing data pertinent to products and services to maintain and improve quality. The program prepares the individual to work as a Quality Technician, Quality Inspector, Quality Analyst or Process Improvement Technician.

**Industrial Training**

The department offers professional development opportunities for engineers, technicians and managers in areas of Engineering Technology. Examples of seminar or workshop topics include Lean, Root Cause Analysis, Basic Quality Tools with Minitab, Process Mapping, Failure Mode Effect Analysis, Understanding Heat-Treatment, AutoCad, Six Sigma Green Belt and Six Sigma Black Belt.

**Facilities**

The department provides an excellent environment for instruction and has several laboratories with sophisticated design, production and testing equipment. The manufacturing laboratory at Missouri Southern State University is a modern facility for learning about manufacturing processes. The lab contains full-size industrial machining equipment including manual lathes and milling machines, CNC machining centers and an industrial robot. The material testing lab is a hands-on laboratory where students gain experience on the following equipment: metallurgical prep equipment and microscope, impact tester, universal testing machine, Rockwell hardness tester, micro-hardness tester and precision measuring equipment. Our computer facilities are equipped with personal computers and software including Minitab, Design Expert, AutoCAD, Inventor, Solidworks, Mastercam, as well as a 3-D printer.

**Quality Technician Certificate.....IE83**

The program is designed to provide skills in Quality Tools, Statistical Process Control, Measurement Systems Analysis and Lean Manufacturing techniques. The student will be prepared to work as a Quality Technician, Quality Inspector, Quality Analyst or Process Improvement Technician.

<b>Required Engineering Technology Curriculum.....12</b>	
MATH 130	College Algebra..... 3
IET 320	Applied Statistical Quality Control..... 3
IET 380	Principles of Lean..... 3
IET 440	Six Sigma Methodology..... 3

**CNC Operator Certificate.....IE81**

The program is designed to provide skills in the operation of Computer Numerical Controlled (CNC) lathe and milling machines. The student will be equipped to be a CNC Technician upon completion of the program.

<b>Required Engineering Technology Curriculum.....9</b>	
MET 100	Introduction to Machine Tool Processes*..... 3
IET 110	Engineering Graphics I**..... 3
MET 200	Computer Numerical Control..... 3

\* Students must have a math ACT score of 22 or higher, or Math 30 (or higher) with a grade of C or better, or ACT WorkKeys Applied Mathematics Test Level 6 or higher.

\*\* Students must have a Math ACT score of 19 or higher, or Math 20 (or higher), with a grade of C or better, or ACT WorkKeys Applied mathematics Test Level 6 or higher.

# Bachelor of Science ..... Major Code IE00

## Industrial Engineering Technology

**General Education Requirements (p. 45) 46-47\*.....47**  
**Required Industrial Engineering Technology Curriculum..... 76-80**

MET 100	Introduction to Machine Tool Processes.....	3
IET 105	Introduction to Industrial Engineering Technology.....	3
IET 110	Engineering Graphics I.....	3
IET 115	Engineering Graphics II.....	3
MET 200	Computer Numerical Control.....	3
IET 204	Industrial Statics and Strength of Materials.....	3
IET 205	Computer Applications & Cost Analysis.....	3
MET 240	Engineering Materials.....	3
IET 300	Engineering Economics.....	3
MET 304	CNC Project & Cost Analysis.....	3
IET 305	Basic Electricity & Electronics.....	3
IET 310	Production Planning and Control.....	3
IET 320	Applied Statistical Quality Control.....	3
IET 350	Industrial Supervision.....	3
IET 355	Work Measurement/Ergonomics.....	3
IET 380	Principles of Lean.....	3
IET 383	Power Generation Including Hydraulics & Pneumatics.....	3
IET 425	Design of Experiments.....	3
IET 440	Six Sigma Methodology.....	3
IET 450	Facilities Management and Planning.....	3
IET 494	Career Success.....	1
Technical	Elective**.....	3

**Select one from:..... 5-8**

MATH 150	Calculus with Analytical Geometry I(5)*.....	
MATH 302	Applied Calculus(3) AND MATH 135 Trigonometry(3).....	
MATH 302	Applied Calculus(3) AND MATH 140 Algebra & Trig(5).....	

**Select one from:..... 4-5**

PHYS 152	Elementary College Physics II (4).....	
CHEM 151	General Chemistry I (5)*.....	4-5

**Select one from:..... 3**

IET 315	Probability & Statistics for Engineers.....	
MATH 310	Elementary Statistics.....	
GB 321	Business Statistics.....	

**Total..... 134-143**

\*PHYS 151 satisfies General Education Requirements (GER) in area D2 and MATH 130, MATH 140 or MATH 150 satisfy GER area C (grade of C or better required for program).

\*\*The Technical Elective requirement may be satisfied with any of the following courses: MET 145, MET 245, EH 377, EH 378, LOGT 345, LOGT 360, CIS 110.

## Six Sigma Green Belt (Option A) Certificate ....SS80

Students can earn Green Belt certification by successfully completing the following courses with an average grade of B or higher. Both courses require project work. There is a special fee associated with Green Belt certification.

**Required Engineering Technology Curriculum.....6**

IET 320	Applied Statistical Quality Control.....	3
IET 440	Six Sigma Methodology.....	3

## Six Sigma Black Belt (Option A) Certificate .....SS81

Students can earn Black Belt certification by successfully completing the following courses with an average grade of B or higher. All courses require project work. There is a special fee and an industry sponsored project associated with Black Belt certification.

**Required Engineering Technology Curriculum.....9**

IET 320	Applied Statistical Quality Control.....	3
IET 425	Design of Experiments.....	3
IET 440	Six Sigma Methodology.....	3

# Associate of Science ..... Major Code IE02

## Manufacturing Engineering Technology

**General Education Requirements (p. 46) .....28**  
**Manufacturing Engineering Technology Requirements..... 33**

MET 100	Introduction to Machine Tool Processes.....	3
IET 110	Engineering Graphics I.....	3
IET 115	Engineering Graphics II.....	3
DDET 204	Industrial Statics and Strength of Materials.....	3
MET 200	Computer Numerical Control.....	3
IET 205	Computer Applications & Cost Analysis.....	3
MET 240	Engineering Materials.....	3
IET 300	Engineering Economics.....	3
MET 304	CNC Project and Cost Analysis.....	3
MATH 135	Trigonometry.....	3

**Select one of the following two courses:..... 3**

MET 245	Manufacturing with Metals.....	
MET 145	Industrial Automation.....	

**Manufacturing Technology Electives..... 3**

IET 105	Introduction to Industrial Engineering Technology.....	3
MET 491	Internship in Manufacturing Tech.....	3
MET 498	Advanced Topics in Manufacturing Technology.....	3
MET 499	Independent Study in Manufacturing Technology.....	1-3
IET 305	Basic Electricity and Electronics.....	3
IET 310	Computer Production/Planning Control.....	3
IET 320	Applied Statistical Quality Control.....	3
IET 350	Industrial Supervision.....	3
IET 380	Principles of Lean.....	3
IET 383	Power Generation Including Power and Hydraulics.....	3

IET 425	Design of Experiments.....	3
IET 440	Six Sigma Methodology.....	3
IET 450	Facilities Management and Planning.....	3

**Total..... 64**

\*PHYS 151 required to satisfy GER area D2 and MATH 130 with a grade of C or better or MATH 140 with a grade of C or better or MATH 150 with a grade of C or better satisfies GER area C.

## Continuous Process Improvement

**Certificate Code.....IE86 Minor Code.....IE85**

**Required Engineering Technology Curriculum.....18**

IET 320	Applied Statistical Quality Control.....	3
IET 380	Principles of Lean.....	3
IET 440	Six Sigma Methodology.....	3

**Select ONE from:**

IET 315	Probability & Statistics for Engineers.....	3
MATH 310	Elementary Statistics.....	3
GB 321	Business Statistics.....	3
PSY 320	Applied Statistics for the Behavioral and Natural Sciences.....	3

**Select TWO from:**

IET 205	Computer Applications and Cost Analysis.....	3
IET 355	Work Measurement/Ergonomics.....	3
IET 425	Design Experiments.....	3

**For additional information contact:**

**Dr. Elke Howe, Department Chair**

**Engineering Technology**

**Ummel Technology 153**

**417.625.9849 • howe-e@mssu.edu**

## **COURSE DESCRIPTIONS:** **ENGINEERING TECHNOLOGY** **DRAFTING AND DESIGN ENGINEERING** **TECHNOLOGY (DDET)**

**DDET 0120 • Descriptive Geometry****Demand • 3 Credit Hours**

Practical applications of advanced projection techniques to problems in civil, structural, mechanical, and architectural engineering. Manual and computer assisted projects on methods are introduced. One hour lecture and four hours lab per week. Prerequisites: DDET 110, students must have a Math ACT score of 22 or higher, or MATH 30 (or higher) with a grade of 'C' or better.

**DDET 0130 • Engineering Graphics II****Demand • 3 Credit Hours**

Detail and assembly drawings of machines and machine elements. Survey of the use of machine tools, processes, and materials in the design and fabrication of machine parts. The use of 3D and parametric design software enhance the industrial applications within this course. One hour lecture, four hours lab per week. Prerequisite: DDET 115.

**DDET 0210 • Technical Illustration****Demand • 3 Credit Hours**

Pictorial drawing with an emphasis on mechanical and architectural applications. Major topics include mechanical illustrations, exploded views, and perspectives drawn with a 3D computer aided drafting system. Drawings will develop 3D illustration, lettering styles and computer generated rendering and animation. One hour lecture, four hours lab per week. Prerequisite: DDET 115.

**DDET 0220 • Architectural Drafting****Demand • 3 Credit Hours**

Principles of architectural design, preparing sets of working drawings, building details, and use of modern construction materials for residential buildings. Manual and computer aided design techniques will be used throughout the course. One hour lecture, four hours lab per week. Prerequisite: DDET 115.

**DDET 0230 • Elementary Surveying****Spring • 3 Credit Hours**

Use and care of surveying instruments, fundamental surveying methods, traverse measurements, area computations, precise equipment, and topographic mapping. One hour lecture and four hours lab per week. Prerequisites: DDET 110 or permission of instructor and MATH 135.

**DDET 0231 • Advanced Surveying****Demand • 3 Credit Hours**

Precise equipment, astronomical observations. Theory of hydrographic, geodetic and control surveys. City and land surveys. Route location and layout. Simple, transition and vertical curves. Earthwork computation. Introduction to electronic and photogrammetric methods. One hour lecture-problems, four hours lab. Required background or experience: Prerequisite: DDET 230.

**DDET 0232 • Surveying Computations****Demand • 3 Credit Hours**

Introduction to the theory of measurements in surveying. Error propagation in horizontal and vertical position. The analysis of surveying measurement error. Error propagation in rectangular coordinate systems. Introduction to the techniques of compass rule adjustment and least squares for the adjustment of surveying data. Least squares adjustment of triangulation, trilateration and traverse network. Least squares adjustment of level networks. The use of surveying software will be utilized. Three one-hour lectures. Required background or experience: Prerequisite: MATH 135.

**DDET 0233 • Boundary Control and Legal Principles****Demand • 3 Credit Hours**

Boundary retracement principles based on common laws. Emphasis on simultaneous conveyances, rancho lands, resurvey problems and legal descriptions. Three one-hour lectures. Required background or experience: DDET 230.

**DDET 0234 • Land and Survey Descriptions****Demand • 3 Credit Hours**

History of land ownership and transfer of title; types of document of land conveyance; forms of legal descriptions of public and private lands; the bureau of land management; interpretation of maps and documents for the physical survey location of land boundaries; principles of writing precise land boundary descriptions; study of easements; value of monuments rectangular surveys; monumentation, restoration of lost corners, subdivision of sections, special surveys, plats and patents, meander lines and riparian rights. Three one hour lecture-problem sessions per week. Required background or experience. Prerequisite: DDET 230.

**DDET 0260 • Engineering Graphics III****Demand • 3 Credit Hours**

Topics not covered in lower DDET courses, including Vector Graphics and CAD Applications pertaining to Descriptive Geometry. Geometric Dimensioning and Tolerancing and CAM Design will be reemphasized. Engineering design and problem solving will be an essential aspect of this course. Special topics in DDET. Finite elements will be introduced. Drafting facility management concepts will also be covered. Three one hour lecture per week, open lab as required. Prerequisites: DDET 130, DDET 204.

**DDET 0271 • Graphic Communication Tech I****Demand • 3 Credit Hours**

Basic applications of data transfer and manipulations within industrial environments. Topics could include: basic Internet applications, Web page design, introduction to data formatting for the Internet and other topics as the technology changes. One hour lecture, four hours of lab.

**DDET 0298 • Special Topics Drafting & Design Engineering Technology****Demand • 1-8 Credit Hours**

A special topic or topics not normally included in another drafting/design course. Prerequisites determined by the department and stipulated in a course syllabus.

**DDET 0491 • Internship in Drafting and Design Engineering Technology****Demand • 1-8 Credit Hours**

A structured work experience in drafting/design at an institution, facility or industry not directly related to Missouri Southern. The work experience will be a practical application of the students major field of study under the direct supervision of an on-site professional who is not a Southern faculty or staff member. The on-site professionals will supervise the students activity in the field. A faculty member will be responsible for approving the placement site and supervising the overall activities of the internship. Prerequisite: 15 hours of DDET.

**DDET 0498 • Advanced Topics in Drafting and Design Engineering Technology****Demand • 1-3 Credit Hours**

Specialized knowledge and skills related to new developments in drafting and design. Topics will vary by the semester and situation. Prerequisite: An associate degree in drafting & design or senior standing in management-technology or industrial technology.

**DDET 0499 • Independent Study in Drafting & Design Engineering Technology****Demand • 1-3 Credit Hours**

Individually directed reading, research and discussions in selected areas of drafting and design for advanced majors. Scope, depth, area of concentration and credit hours will be arranged when registering for the course. Offered by arrangement. Prerequisite: 15 hours of DDET with a 3.0 GPA and permission of instructor, department head and school dean.

## COURSE DESCRIPTIONS: ENGINEERING TECHNOLOGY INDUSTRIAL ENGINEERING TECHNOLOGY (IET)

### **IET 0105 • Introduction to Industrial Engineering Technology**

**Fall & Spring • 3 Credit Hours**

This course introduces students to the profession. Emphasis is provided in the areas of teamwork, effective communication, professional ethics, as well as introductory concepts in engineering technology. Three one hour lectures per week. Prerequisites: Students must have a Math ACT score of 22 or higher, or MATH 30 (or higher) with a grade of 'C' or better.

### **IET 0110 • Engineering Graphics I**

**Fall & Spring • 3 Credit Hours**

Preparation of drawings by using state-of-the-art CADD. Spreadsheet, word-processing are incorporated along with geometric construction, lettering, orthographic projection, dimensioning, sections, pictorial drawing, graphs, and diagrams. One hour lecture, four hours lab per week. Prerequisites: students must have a Math ACT score of 19 or higher, or MATH 20 (or higher) with a grade of 'C' or better, or ACT WorkKeys Applied Mathematics Test Level 6 or higher.

### **IET 0115 • Engineering Graphics II**

**Spring • 3 Credit Hours**

Detail and assembly drawings of machines and machine elements. Study of the use of Geometric Dimensioning and Tolerancing in the design and fabrication of machine parts. The use of parametric design software reflects the industrial applications within this course. Two hours lecture and Two hours lab per week. Prerequisites: Students must have IET 110, Math 30 or higher with a grade of "C" or better.

### **IET 0204 • Industrial Statics and Strength of Material**

**Fall • 3 Credit Hours**

Introductory survey of selected topics of statics and strength of materials. Statics will emphasize on equilibrium conditions, summation of forces, moments of a force, and friction. The strength of materials will concentrate on simple stress and strain, basic beam relationships, and torsional load carrying members. Three one hour lectures per week. Prerequisites: PHYS 151.

### **IET 0205 • Computer Applications and Cost Analysis**

**Fall & Spring • 3 Credit Hours**

Provides experiences in software applications in manufacturing settings and fundamentals of cost analysis. Software applications include spreadsheets, databases, project planning, and charting. Three hours lecture per week. Prerequisites: student must have a Math ACT score of 22 or higher, or MATH 30 (or higher) with a grade of 'C' or better.

### **IET 0270 • Engineering Technology Seminar**

**Fall & Spring • 0 Credit Hours**

Industrial Engineering Technology majors must attend final project presentations in one of the following courses: IET 320, IET 425, IET 440, MET 304, or other courses pre-approved by the department head. Students must enroll in this course three times. Prerequisites: none.

### **IET 0300 • Engineering Economics**

**Spring • 3 Credit Hours**

Basics of engineering economics. Assessment of economic viability of a project. Evaluation of decision alternatives using different economic criteria. Three one-hour lectures per week. Prerequisites: students must have MATH 130 or higher (not MATH 131 or 135) with a grade of 'C' or higher and IET 205.

### **IET 0305 • Basic Electricity and Electronics**

**Spring • 3 Credit Hours**

This course provides an introduction into the principals of electricity/electronics with an emphasis on applications, problem solving, and laboratory experiments. Topics covered will include AC and DC circuits, Series and Parallel circuits, electrical components, magnetism, power and Instruments and measurements. Two hours lecture and two hours lab per week. Prerequisites: Students must have MATH 130 or higher (not 131, or 135) with a grade of 'C' or higher or a Math ACT score of 27 or higher.

### **IET 0310 • Production Planning and Control**

**Fall • 3 Credit Hours**

The course is designed to provide the theory and application of production and inventory management philosophies and techniques. The topics covered in this course will be discussed in light of the framework suggested in the APICS curriculum guides so that this can serve as a foundation for students preparing for certification exams. Applications will be illustrated through the use of computers. Three one hour lectures per week. Prerequisites: Students must have MATH 120 or higher with a grade of C or better or Math ACT score of 27 or higher and IET 205 or CIS 305.

### **IET 0315 • Probability and Statistics for Engineers**

**Demand • 3 Credit Hours**

This course is designed for students majoring in Industrial Engineering Technology. Topics include: descriptive statistics, hypothesis testing, probability and the normal curve, inferential statistics, confidence intervals, and computer applications. Prerequisites: students must have MATH 130 or higher (not MATH 131 or 135) with a grade of 'C' or better or a Math ACT score of 27 or higher.

### **IET 0320 • Applied Statistical Quality Control**

**Fall • 3 Credit Hours**

This course provides participants with the basic skills and research methods to analyze organizational systems. Topics include analytical approaches to problem solving, control charts, capability analysis, flow charts, histograms, and measurement systems analysis. Students are expected to take a set of data that represent an organizational process and apply the appropriate statistical procedure, analyze the results of the procedure, and develop a recommendation based on the analysis. Computer based solution techniques are used where appropriate. This course is also part of the requirements for the Six Sigma Green Belt or Black Belt certification. Three one-hour lectures per week. Prerequisites: Students must have IET 205 or CIS 305 and IET 315 or MATH 310 or GB 321.

### **IET 0350 • Industrial Supervision**

**Spring • 3 Credit Hours**

The course is a study of the role of the supervisor. The focus is on key skills needed for effective supervision-e.g., goal-setting, delegating, budgeting, interviewing, negotiating, counseling, coaching, conducting group meetings and handling grievances. Prerequisites: Junior standing, six hours English Comp or permission of instructor.

### **IET 0355 • Work Measurement/Ergonomics**

**Fall • 3 Credit Hours**

This course covers work measurements and methods. The course will focus on the use of standards, value engineering, methods design, workstations, time studies, and ergonomics. Three one hour lectures per week. Prerequisites: student must have MATH 130 or higher (not MATH 131 or 135) with a grade of 'C' or better or a Math ACT score of 27 or higher and IET 205.

### **IET 0380 • Principles of Lean**

**Fall • 3 Credit Hours**

This course provides an overview of lean tools and techniques. Topics such as 5S, Total Productive Maintenance, Just in Time, Kanban, Heijunka, Setup Reduction, Value Stream Mapping and Jidoka are covered. Students will have opportunities to apply some of the concepts such as 5S or Kaizen as project work to aspects of their work or life in general. Prerequisites: Junior standing.

## **COURSE DESCRIPTIONS: ENGINEERING TECHNOLOGY INDUSTRIAL ENGINEERING TECHNOLOGY (IET) - CONTINUED**

### **IET 0383 • Power Generation including Pneumatic and Hydraulics**

**Fall • 3 Credit Hours**

The course provides an introduction into the principles of power generation using hydraulics and pneumatics. Emphasis is placed on conceptual understanding of methods of power generation as well as distribution and transformation as it relates to hydraulic systems, applications, problem solving, and laboratory experiments. Two hours lecture and two hours lab per week. Prerequisites: students must have MATH 130 or higher (not MATH 129, 131 or 135) with a grade of 'C' or better or a Math ACT score of 27 or higher.

### **IET 0425 • Design of Experiments**

**Spring • 3 Credit Hours**

Learn basic statistical concepts of designing and analyzing experiments. Applications from various manufacturing as well as non-manufacturing fields will be illustrated throughout the course. Computer software packages to implement the methods presented will be illustrated extensively and used for homework assignments and a term project. This course is also part of the requirements for the Six Sigma Black Belt certification. Writing Intensive. Prerequisites: students must have IET 320 or permission of instructor.

### **IET 0440 • Six Sigma Methodology**

**Spring • 3 Credit Hours**

This course is about building on skills and knowledge gained in prior coursework and demonstrating the successful use of Six Sigma tools and concepts toward reducing costs, increasing quality, or improving lead-time. Any knowledge and tools gained throughout the curriculum may be used to do the project work. This course also completes the training basis for achieving the skill level of a Six Sigma Green Belt and is part of the requirements for a Six Sigma Black Belt. Three one hour lectures per week. Prerequisites: IET 310, IET 320, IET 355, IET 380, and IET 425 (IET 425 may be taken concurrently) or permission of instructor.

### **IET 0450 • Facilities Management and Planning**

**Fall • 3 Credit Hours**

This course is designed to give the students a comprehensive understanding of the issues involved in the design of an industrial production system. It will cover the problems in plant location, product analysis, process design, equipment selection, material handling, and plant layout. Three one hour lectures per week. Prerequisites: DDET 110, IET 300, IET 310, and IET 355 (may take IET 310 and IET 355 concurrently with IET 450).

### **IET 0491 • Professional Internship**

**Fall & Spring • 1-3 Credit Hours**

This course is intended to provide the student with "real-world professional" experience in the area of Industrial Engineering Technology by working with an external organization. The Engineering Technology department has several placement opportunities available to students. Students interested in pursuing an internship must start the application process the semester before they intend to work. Prerequisites: 2.5 Overall GPA minimum, 3.0 IET GPA minimum, Junior or Senior status, ET department approval.

### **IET 0494 • Career Success**

**Fall & Spring • 1 Credit Hour**

This class is designed to prepare seniors for the transition from the university environment to the real world of work. It will cover topics such as: career development, employer expectations, job research, resume development, interviewing skills, and transition issues. One hour lecture per week. Prerequisites: Senior Standing.

### **IET 0498 • Advanced Topics in IET**

**Demand • 1-3 Credit Hours**

Special topics in Industrial Engineering Technology.

### **IET 0499 • Independent Study in IET**

**Demand • 1-3 Credit Hours**

Course structured by the instructor with approval of the department head of Engineering Technology. Prerequisites: Student must have completed 15 hours of Engineering Technology course work with a major GPA of 3.0 or higher. Registration must be approved by the student's advisor, department head, and school dean.

## **COURSE DESCRIPTIONS: ENGINEERING TECHNOLOGY MANUFACTURING ENGINEERING TECHNOLOGY (MET)**

### **MET 0100 • Introduction to Machine Tool Processes**

**Fall & Spring • 3 Credit Hours**

The theory and safe operation of machine tools. Fundamental practices covered will include safety, basic mathematics, blueprint reading, bench work and precision measurement, metal sawing, drills and drilling, engine lathes and mills. One hour lecture, four hours lab. Prerequisites: students must have a Math ACT score of 22 or higher, or MATH 30 (or higher) with a grade of 'C' or better, or ACT WorkKeys Applied Mathematics Test Level 6 or higher.

### **MET 0145 • Industrial Automation**

**Spring • 3 Credit Hours**

This course will provide the student with the ability to program equipment used in industrial automation to perform multiple processes. This course will also focus on operation, maintenance, and safety requirements of automation equipment in a manufacturing environment. Two hours lecture, two hours lab. Prerequisite: MATH 30 or higher with a grade of 'C' or better or ACT score of 20 or higher.

### **MET 0200 • Computer Numerical Control**

**Spring • 3 Credit Hours**

Basic numerical control concepts and applications, the operation and setup of numerical control machines, including vertical machining centers and turning centers, numerical control programming as applied to machining applications using shop floor programming. One hour lecture, four hours of lab. Prerequisites: students must have MET 100, MATH 30 or higher with a grade of 'C' or better or ACT WorkKeys Applied Mathematics Test Level 6 or higher, or a Math ACT score of 27 or higher.

### **MET 0240 • Engineering Materials**

**Spring • 3 Credit Hours**

Introduction to materials currently used in today's manufacturing settings with emphasis on metals, plastics, ceramics, and composites. Laboratory activities involve both manual and computer assisted testing. Two hours lecture and two hours of lab. Prerequisites: MATH 130 or higher (not MATH 131 or 135) with a grade of 'C' or better or a Math ACT score of 27 or higher.

### **MET 0245 • Manufacturing with Metals**

**Demand • 3 Credit Hours**

Practical introduction to metals and alloys with emphasis on optimal use of materials in a variety of manufacturing applications. This course focuses on providing an understanding of how and when materials are used, examining specific applications and their requirements and relating those requirements to the properties of various materials. Criteria for appropriate materials selection as well as techniques for maintaining control over material properties during processing will be illustrated. Two hours lecture and two hours lab per week. Prerequisites: students must have MATH 130 or higher (not MATH 131 or 135) with a grade of 'C' or better or a Math ACT score of 27 or higher.

## MET 0298 • Topics in Manufacturing Technology

**Demand • 1-8 Credit Hours**

Special topics in new or emerging manufacturing technology not normally included in another course. Prerequisites specified by the department in a course syllabus.

## MET 0304 • CNC Project & Cost Analysis

**Fall • 1-3 Credit Hours**

This course will focus on the development of a CNC project applying the principles of design, material selection, cost analysis, planning, and numerical control concepts, including vertical machining centers and turning centers, numerical control programming, and proofing. Students will gain an understanding of basic project management skills as well as project realization. Two hours lecture, two hours lab. Prerequisites: students must have MET 200, MET 240 or MET 245, IET 300 and DDET 115.

## MET 0491 • Internship in Manufacturing Technology

**Demand • 1-8 Credit Hours**

A structured work experience in manufacturing technology at an institution, facility or industry not directly related to Missouri Southern. Practical application of the students' majors under the direct supervision of an on-site professional who is not an MSSU faculty or staff member. A faculty member will be responsible for approving the placement site and supervising the overall activities of the internship. Prerequisites: 15 hours of MET courses and permission of a committee.

## MET 0498 • Advanced Topics in Manufacturing Technology

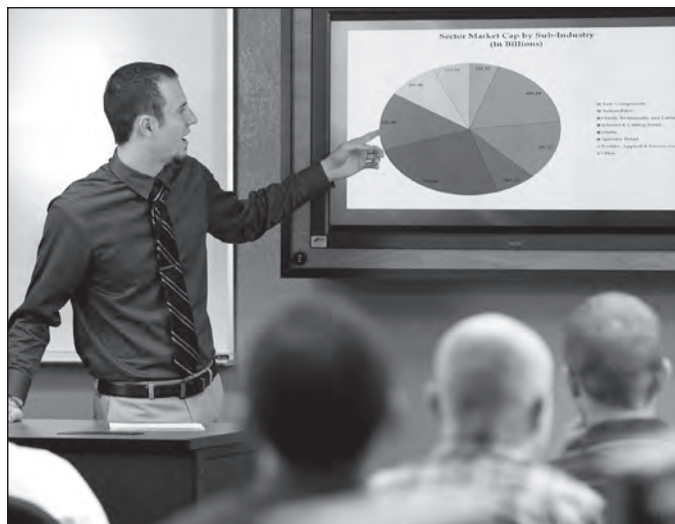
**Demand • 1-3 Credit Hours**

Covers specialized knowledge and skills related to new developments in manufacturing technology. Topics will vary by the semester and situation. Prerequisite: Senior standing in management-technology or an associate degree in manufacturing technology.

## MET 0499 • Independent Study in Manufacturing Technology

**Demand • 1-3 Credit Hours**

Individually directed reading, research and report preparation in selected areas of contemporary manufacturing technology, for advanced majors. Scope, depth and area of concentration and credit will be arranged when enrolling in the course. Offered by arrangement. Prerequisite: Completion of required manufacturing technology courses with minimum 3.0 GPA and permission of instructor, department head and school dean.



# ENTREPRENEURSHIP



## FACULTY:

**Bradshaw - Director, Robinson & Surbrugg  
Plaster Hall 107B • 417.625.9520**

## Mission

The Entrepreneurship minor is offered to all degree candidates at MSSU, regardless of their major. The courses will help students identify their own entrepreneurial potential and recognize entrepreneurial opportunities in their environment. The minor will enable students to obtain knowledge useful in pursuing their own new venture start-ups or expanding existing businesses. Entrepreneurship courses are offered via the Internet.

## Minor in Entrepreneurship • All Degree Candidates

Minor Code.....MM88

ENT 202	Business Opportunities and Innovation.....	1
ENT 203	Legal Aspects for Entrepreneurs.....	1
ENT 204	Initial Capitalization.....	1
ENT 305	Entrepreneurial Financial Analysis.....	1
ENT 309	New Venture Taxation.....	1
ENT 321	Business Planning for Entrepreneurs.....	1
ENT 401	New Venture Formation.....	3
ENT 402	Managing Innovation and Technology.....	3
<b>Select 6 credit hours from the following:.....</b>		<b>6</b>
ENT 206	Entrepreneurial Computerized Accounting(1)	
ENT 207	Entrepreneurial Accounting Foundations(1)	
ENT 208	Entrepreneurial Accounting Reports(1)	
ENT 210	The Management Process for Entrepreneurs(1)	
ENT 212	Human Resource Issues for Entrepreneurs(1)	
ENT 214	Entrepreneurial Pricing Strategies(1)	
ENT 215	Entrepreneurial Retail Management(1)	
ENT 311	Entrepreneurship Strategy(1)	
ENT 313	Entrepreneurial Marketing Strategies(1)	
<b>Total for Minor (Entrepreneurship).....</b>		<b>18</b>

## Professional Credential in Entrepreneurship

A Professional Credential in Entrepreneurship will be offered for anyone including all MSSU students, regardless of major. This certificate will assist individuals with launching and successfully operating a new business venture. Students can earn five separate certificates in entrepreneurship. These courses may be earned via credit or noncredit basis. These courses are offered via the Internet to serve a diverse student body located worldwide.

## Professional Credential in Entrepreneurship

Certificate Code.....MM86

The Professional Credential in Entrepreneurship can be attained after the completion of five Entrepreneurship Certificates: (1) Entrepreneurial Planning Certificate, (2) Entrepreneurial Finance Certificate, (3) Entrepreneurial Accounting Certificate, (4) Entrepreneurial Management Certificate; and the (5) Entrepreneurial Marketing Certificate.

**Total for Professional Credential in Entrepreneurship..... 15**

## Entrepreneurial Accounting Certificate

Certificate Code.....MM97

ENT 207	Entrepreneurial Accounting Foundations.....	1
ENT 208	Entrepreneurial Accounting Reports.....	1
ENT 309	New Venture Taxation.....	1
<b>Total for Accounting Certificate.....</b>		<b>3</b>

**Entrepreneurial Finance Certificate**

Certificate Code.....MM96

ENT 204	Initial Capitalization .....	1
ENT 206	Entrepreneurial Computerized Accounting.....	1
ENT 305	Entrepreneurial Financial Analysis .....	1
<b>Total for Finance Certificate .....</b>		<b>3</b>

**Entrepreneurial Management Certificate**

Certificate Code.....MM98

ENT 210	The Management Process for Entrepreneurs .....	1
ENT 212	Human Resource Issues for Entrepreneurs .....	1
ENT 311	Entrepreneurship Strategy .....	1
<b>Total for Management Certificate .....</b>		<b>3</b>

**Entrepreneurial Marketing Certificate**

Certificate Code.....MM99

ENT 214	Entrepreneurial Pricing Strategies .....	1
ENT 215	Entrepreneurial Retail Management .....	1
ENT 313	Entrepreneurial Marketing Strategies.....	1
<b>Total for Marketing Certificate .....</b>		<b>3</b>

**Entrepreneurial Planning Certificate**

Certificate Code.....MM95

ENT 202	Business Opportunities .....	1
ENT 203	Legal Aspects for Entrepreneurs .....	1
ENT 321	Business Planning for Entrepreneurs.....	1
<b>Total for Planning Certificate.....</b>		<b>3</b>

**COURSE DESCRIPTIONS:  
ENTREPRENEURSHIP****ENT 0202 • Business Opportunities and Innovation****Fall • 1 Credit Hour**

A course concentrating on analyzing the feasibility of starting or expanding a business venture. Topics include developing strategies for various types of existing business ventures and new startups, product positioning, the purchase of existing businesses, franchising and determining and creating a competitive advantage for products and services.

**ENT 0203 • Legal Aspects for Entrepreneurs****Fall • 1 Credit Hour**

This course will cover the formation, advantages and disadvantages of corporations, partnerships, LLCs and sole proprietorships as different forms of legal ownership for new businesses. Topics include business licenses, business insurance, government regulations, government support systems, liability and ethical issues.

**ENT 0204 • Initial Capitalization****Spring • 1 Credit Hour**

A course to help prepare the entrepreneur for presenting their "initial capital" needs to the appropriate audience in obtaining financing for their new business.

**ENT 0206 • Entrepreneurial Computerized Accounting****Spring • 1 Credit Hour**

A course to prepare the entrepreneur for applying computerized accounting technology to a small business situation. QuickBooks for Windows will be used for the course.

**ENT 0207 • Entrepreneurial Accounting Foundations****Fall • 1 Credit Hour**

A course to teach entrepreneurs accounting concepts so they will have background knowledge of the how and why of financial statement preparation as related to managing small businesses.

**ENT 0208 • Entrepreneurial Accounting Reports****Fall • 1 Credit Hour**

A course to acquaint entrepreneurs with the various accounting and financial records needed to successfully operate a small business.

**ENT 0210 • The Management Process for Entrepreneurs****Spring • 1 Credit Hour**

A course to acquaint the entrepreneur with basic theories and principles of management as they relate to an entrepreneurial and newly formed business. Using E-commerce in traditional companies will be evaluated. Small business survival by gaining the competitive edge will be stressed.

**ENT 0212 • Human Resource Issues for Entrepreneurs****Spring • 1 Credit Hour**

This course is designed to help the students and owners of small businesses improve their human relations skills needed in running a business. The discovering of one's management style and the development of new management skills will be covered.

**ENT 0214 • Entrepreneurial Pricing Strategies****Spring • 1 Credit Hour**

This course will concentrate on the pricing of products for a small business for profit and the development of pricing strategies and sales promotion techniques that will allow businesses to attract customers for the buying process. The emphasis will be on pricing strategies for goods and/or services.

**ENT 0215 • Entrepreneurial Retail Management****Spring • 1 Credit Hour**

This course will acquaint the entrepreneur with various techniques of inventory/merchandise planning and controls. It will also focus on merchandising strategies, salesmanship, location analysis and the purchasing function.

**ENT 0305 • Entrepreneurial Financial Analysis****Spring • 1 Credit Hour**

A course for preparing analysis on a new or existing business in the areas of business operating cycle, quality indicators, financial ratios, permanent working capital, and cash flow analysis. A financial analysis model will be explored to determine cash flow from profits, operational and non-operational sources.

**ENT 0309 • New Venture Taxation****Fall • 1 Credit Hour**

A course to acquaint entrepreneurs with the tax concerns of the different forms of business organizations. Federal and state tax documents necessary for a small business to operate will be examined. Consequences of noncompliance with taxing authorities will also be explored.

**ENT 0311 • Entrepreneurship Strategy****Spring • 1 Credit Hour**

Entrepreneurial Strategy is a course to help small business owners and those wanting to start a small business develop and implement management strategies for efficiency and to learn and practice the important functions of planning and organizing a small business. Emphasis is on entry strategies and using the balanced scorecard to set internal strategies for the entrepreneurial venture.

**ENT 0313 • Entrepreneurial Marketing Strategies****Spring • 1 Credit Hour**

This course will introduce the entrepreneur to the complexities of advertising for smaller businesses. The entrepreneur will learn to develop the marketing goals of a business and select a marketing mix to communicate those ideas to the marketplace. Utilizing the Internet in promotional strategies will be covered.

## ENT 0321 • Business Planning for Entrepreneurs

Fall • 1 Credit Hour

This course focuses on the proper techniques to use in preparing and presenting a business plan, which will provide the necessary goals and directions for creating, managing, and gaining profit from a business. Practical insights into the importance and relevance of effective business planning will be covered.

## ENT 0401 • New Venture Formation

Spring • 3 Credit Hours

Students will be required to complete the following tasks generally inclusive with creating, and managing a small business: identify a viable product/service and target market; develop an organizational structure for the company; write a business plan; maintain internal cost and accounting procedures; develop advertising and marketing strategies; and harvest the business. Prerequisite: ENT 321.

## ENT 0402 • Managing Innovation and Technology

Fall • 3 Credit Hours

Students work in a consulting capacity problem solving for entrepreneurial companies that may be located in a business innovation center or referred by the Small Business & Technology Development Center. Students work on conducting a SWAT analysis and with problems related to marketing, financial management, managerial issues, and other business requirements in which students will combine business and consulting skills in a way that leads to innovation and sustainable growth in the small businesses. Prerequisite: ENT 321.

**For additional information contact:**  
**Karen Bradshaw • Plaster Hall 107B**  
 417.625.9520  
 bradshaw-k@mssu.edu



## FINANCE



### FACULTY:

**D. Smith - Chair, Abrahams, Adongo, Nichols & Rawlins**  
**Plaster Hall 309H • 417.625.3012**

### Mission

The BSBA Finance major course of study is designed to provide a quality comprehensive educational environment to students for the development of the critical, personal, professional and intellectual competencies necessary for success in the complex and dynamic global business world.

### Finance Emphasis ..... Major Code FN10

### Bachelor of Science in Business Administration

#### General Education Requirements (p. 45) 46-47\*..... 43-44

**Business Core (p. 139)..... 39**

**Finance Major ..... 24**

ECON 300 Money and Financial Institutions ..... 3

FIN 411 Investments ..... 3

FIN 421 Portfolio Management ..... 3

FIN 450 Financial Strategy ..... 3

**Choose One ..... 3**

ECON 301 Managerial Economics(3)

FIN 535 Financial Analysis(3)

**Choose Three ..... 9**

ACCT 312 Intermediate Accounting I(3)

ACCT 322 Intermediate Accounting II(3)

ECON 301 Managerial Economics(3)

ECON 442 International Economics and Finance(3)

FIN 101 Introduction to Personal Financial Planning(3)

FIN 330 Principles of Insurance(3)

FIN 400 Bank Management(3)

FIN 498 Advanced Topics in Finance(3)

FIN 499 Independent Study in Finance(3)

FIN 535 Financial Analysis(3)

**General Electives..... 17-18**

**Total ..... 124**

### Minor in Finance • (Non-BSBA Degree Candidates)

Minor Code.....FN86

FIN 101 Introduction to Personal Financial Planning ..... 3

ACCT 201 Principles of Financial Accounting ..... 3

ECON 201 Principles of Economics-Macro ..... 3

ECON 202 Principles of Economics-Micro ..... 3

**Choose One ..... 3**

FIN 350 Financial Management(3)

FIN 411 Investments(3)

**Finance Electives ..... 6**

**Total for Minor ..... 21**

### Minor in Finance • (BSBA Degree Candidates)

Minor Code.....FN85

ECON 300 Money and Financial Institutions ..... 3

FIN 411 Investments ..... 3

**Choose One ..... 3**

FIN 421 Portfolio Management(3)

FIN 450 Financial Strategy(3)

**Finance Electives ..... 9**

**Total for Minor ..... 18**

## **COURSE DESCRIPTIONS:** **FINANCE**

### **FIN 0101 • Introduction to Personal Financial Planning**

**Fall & Summer • 3 Credit Hours**

Introduction to the concepts and tools necessary for effective management of personal financial health. Includes goal-setting, investment decisions, obtaining and using credit, insurance, and retirement planning. Also provides exposure to various business careers and to comparable decisions that business owners and managers make.

### **FIN 0320 • Pension Planning**

**Demand • 3 Credit Hours**

Pension Planning is the establishment, implementation and management of private retirement plans. Topics include: the history of private pension plans in the United States, the debate over defined benefit versus defined contribution plans, tax considerations in pension planning, important aspects of various types of pension plans, funding of pension plans, terminating pension plans and investment issues for pension plans. Prerequisites: ECON 201, ECON 202 and ACCT 201. Co-requisite: GB 301.

### **FIN 0330 • Principles of Insurance**

**Fall • 3 Credit Hours**

Survey of the fundamentals of insurance, including risk management, interpretation of policies, property insurance, liability insurance, health insurance and life insurance. Prerequisites: ECON 201 and ECON 202.

### **FIN 0350 • Financial Management**

**Fall, Spring & Summer • 3 Credit Hours**

Study of the financial operating environment and financial analysis; risk and valuation; time value of money; capital budgeting; cost of capital and leverage; working capital management; and dividend policy. Prerequisites: ECON 201, ECON 202, and ACCT 202.

### **FIN 0370 • Estate Planning**

**Demand • 3 Credit Hours**

The study of the efficient conservation and transfer of wealth, consistent with the client's goals. The course will consider the legal, tax, financial, and non-financial aspects of this process. Topics covered will include trusts, wills, probate, advanced directives, charitable giving, wealth transfers, and related taxes. Prerequisites: FIN 350, ACCT 375, and GB 301.

### **FIN 0400 • Bank Management**

**Fall • 3 Credit Hours**

Provides an introduction to the commercial bank industry, its organization, structure, and regulation. The lending and investment functions of banking are examined along with liability and capital management issues, including de novo banking and merger/acquisitions. Its purpose is to offer an overview of commercial banks and their delivery role in the financial services industry. Prerequisites: ECON 300 and FIN 350.

### **FIN 0411 • Investments**

**Fall • 3 Credit Hours**

Principles underlying investment analysis and policy; salient characteristics of governmental and corporate securities; policies of companies and investing institutions; relations of investment policy to money markets and business fluctuations; and security price-making forces. Prerequisite: FIN 101 or instructor consent.

### **FIN 0420 • Security Analysis**

**Demand • 3 Credit Hours**

A broad introduction to basic stock selection using fundamental analysis whereby over and under valued stocks are to be identified. The class will construct a common stock portfolio of 0 to 25 stocks. Other topics covered will include: basic schools of investment thought, diversification, quality of earnings, and factors affecting equity ownership. Prerequisite: FIN 350 or permission.

### **FIN 0421 • Portfolio Management**

**Spring • 3 Credit Hours**

Theories of diversification, portfolio construction and portfolio management; fundamental analysis of securities; investment goals and strategies; economic and industry analysis; decision making for the Youngman Portfolio. Prerequisite: FIN 350 and FIN 411.

### **FIN 0422 • Portfolio Management II**

**Demand • 3 Credit Hours**

Theories of diversification, portfolio construction and portfolio management; fundamental analysis of securities; economic and industry analysis; financial software competencies; derivatives; decision making for the Youngman Portfolio. Prerequisite: FIN 421.

### **FIN 0440 • Advanced Financial Planning: Cases and Applications**

**Demand • 3 Credit Hours**

This course will integrate material presented in the financial planning track coursework. Students will be engaged in critical thinking and decision making regarding personal financial management topics in the context of the financial planning process. Prerequisites: ACCT 375, FIN 320, and FIN 330. Co-requisites: FIN 370 and FIN 411.

### **FIN 0450 • Financial Strategy**

**Spring • 3 Credit Hours**

Financial planning, capital budgeting under constraints of mutual exclusiveness and capital rationing, leverage (both operating and financial), debt financing, common stock (including dividend policy), preferred stock, leasing, mergers, LBOs using a case study approach. Prerequisite: FIN 350.

### **FIN 0491 • Internship in Finance**

**Demand • 1-6 Credit Hours**

An internship for senior Finance/ Economics students with an opportunity to observe and participate in actual business operations within the community. All internships must conform to institutional policy regarding the number of hours of work, the number of credit hours and written agreements with the cooperating business or agency. Prerequisites: 65 hours, 3.0 GPA and department approval. Repeatable up to six credit hours.

### **FIN 0498 • Advanced Topics in Finance**

**Demand • 1-3 Credit Hours**

For upper-division students. Topics to be announced each time the course is offered. Examples of seminars offered in the past are: 498-Seminar in International Economics, 498-Seminar in Business Cycles and 498-Seminar in Public Finance.

### **FIN 0499 • Independent Study in Finance/Economics**

**Demand • 1-6 Credit Hours**

Individually directed readings, research and discussion in selected areas of Finance/Economics for advanced majors. Scope, depth, area of concentration and credit to be arranged upon entry into course. Offered by arrangement. Prerequisites: Permission and a minimum 3.0 GPA. Repeatable up to six credit hours.

### **FIN 0535 • Financial Analysis (graduate course)**

**Fall & Summer • 3 Credit Hours**

This applied course will familiarize students with the analytical and empirical tools used by financial managers to evaluate and forecast financial performance and perform project analysis and valuation. Topics will include the discounted cash flow analysis; project risk analysis; cost of capital; forecasting financial statements; enterprise valuation; and valuation using financial derivatives. Prerequisites: FIN 350 and MGMT 237.

**For additional information contact:**  
**Dr. David Smith • Plaster Hall 309H**  
**417.625.3012 • smith-d@mssu.edu**

## GENERAL BUSINESS

### FACULTY:

**D. Smith - Chair, all School of Business Faculty  
Plaster Hall 309H • 417.625.3012**

### Mission

The BSBA general business major course of study is intended to give the broadest possible background to the graduate and to prepare the graduate for managerial positions in the public and private sectors.

Students can obtain the BSBA in General Business over the Internet.

### General Business Emphasis ..... Major Code GB00 Bachelor of Science in Business Administration

#### General Education Requirements (p. 45) 46-47\* ..... 43-44

Business Core (p. 139) ..... 39

Required Courses ..... 12

Choose 12 hrs. from at least 4 of the following 5 areas:

#### Accounting:

ACCT 309 Accounting Information Systems

ACCT 385 Cost Accounting

#### Finance/Economics:

ECON 300 Money and Financial Institutions

FIN 411 Investments

FIN 450 Financial Strategy

#### International Business:

IB 400 International Marketing

IB 410 International Management

#### Management:

MGMT 352 Human Resource Management

MGMT 431 Operations Management

MGMT 441 Organizational Behavior

#### Marketing:

MRKT 401 Integrated Marketing Communications

MRKT 405 Internet Marketing

MRKT 432 Consumer Behavior

Advanced Business Electives (300 level or above) ..... 12

Choose 12 hours from courses with the following prefixes:

ACCT, ECON, ENT, FIN, GB, IB, MGMT, MRKT

Electives ..... 17-18

Total ..... 124

\*Required course in economics (ECON 201) satisfies major requirement and 3 hours of General Education Requirements.

### Minor in General Business • (Non-BSBA Degree Candidates)

Minor Code.....GB80

ACCT 201 Principles of Financial Accounting ..... 3

ACCT 202 Principles of Managerial Accounting ..... 3

ECON 202 Principles of Economics-Micro ..... 3

FIN 350 Financial Management ..... 3

MGMT 237 Using Information Systems ..... 3

MRKT 300 Principles of Marketing ..... 3

MGMT 350 Fund. of Organizational Management ..... 3

Total for Minor (General Business) ..... 21

## COURSE DESCRIPTIONS: GENERAL BUSINESS

### GB 0298 • Topics in General Business

**Demand • 1-8 Credit Hours**

Special topics in General Business. Topics to be announced each time the course is offered.

### GB 0301 • Legal Environment of Business I

**Fall & Spring • 3 Credit Hours**

Common law principles and statutes, particularly the Uniform Commercial Code, as they relate to American business. Includes the court systems and procedures, a brief overview of criminal law and tort law, contracts, personal property and bailments, sales, commercial paper and secured transactions. Special emphasis on Missouri case-law and statutes. Lectures supported by actual case decisions and case digests.

### GB 0302 • Legal Environment of Business II

**Fall • 3 Credit Hours**

Common law principles and statutes, particularly the Uniform Commercial Code, as they relate to American business. Includes consumer protection, government control and regulation, insurance, bankruptcy, intellectual property, agency and employment, business organizations, real property and estates. Prerequisite: Junior standing.

### GB 0320 • Business Communication

**Fall, Spring & Summer • 3 Credit Hours**

Principles of writing effective business messages to communicate effectively in the business environment. Emphasis on contemporary issues and the employment process. Prerequisites: 6 hours English Composition or permission of instructor.

### GB 0321 • Business Statistics I

**Fall, Spring & Summer • 3 Credit Hours**

Methods of collection, analysis, interpretation and presentation of data related to business. Topics include frequency distribution, measures of central tendency and dispersion, regression and correlation analysis, probability concepts, sampling distributions, estimation procedures and hypothesis testing. Computer statistical packages will be utilized in analysis and application of problems. Prerequisites: MATH 129, 130 or higher and MGMT 237.

### GB 0322 • Business Statistics II

**Spring • 3 Credit Hours**

Methods of statistical analysis relating to business decision making and research in business and economics. Emphasizes sampling theory, parametric tests of hypotheses, analysis of variance, multiple regression, non-parametric tests of hypotheses and other selected statistical techniques. Computer statistical packages (and spreadsheet packages) will be utilized in analysis of problems. Prerequisite: GB 321.

### GB 0405 • Statistical Quality Control

**Spring • 3 Credit Hours**

Theory and methods used in statistical quality control. Emphasizes basic statistical analysis, variables control charts, attributes control charts, interpretation of control charts, estimation of process parameters, gage capability, acceptance sampling and service quality. Students will be encouraged to use spreadsheets to solve SPC problems. Prerequisite: GB 321 or consent of instructor.

**For additional information contact:**

**Dr. David Smith • Plaster Hall 309H • 417.625.3012 • smith-d@mssu.edu**

## **COURSE DESCRIPTIONS: GENERAL BUSINESS (CONTINUED)**

### **GB 0412 • Implementing Business Education Programs**

**Fall, Spring & Summer • 3 Credit Hours**

This course includes a study of teaching techniques and devices, organization and development of curriculum, testing and measurements, funding, special populations, integrating academics, business/education partnerships and multicultural activities. Special emphasis is given to innovations, systems and developments in business and education. For business education majors only. Taught online cooperatively with Northwest Missouri State University, University of Central Missouri, and Southeast Missouri State University. Must see Business Education advisor before enrolling.

### **GB 0491 • Internship in General Business**

**Demand • 1-6 Credit Hours**

An internship for senior General Business students with an opportunity to observe and participate in actual business operations within the community. All internships must conform to institutional policy regarding the number of hours of work, the number of credit hours and written agreements with the cooperating business or agency. Prerequisites: 65 hours, 3.0 GPA and department approval. Repeatable up to six credit hours.

### **GB 0498 • Advanced Topics in General Business**

**Demand • 1-3 Credit Hours**

Special topics in General Business. For upper-division students. Topics to be announced each time the course is offered. Prerequisite: Senior standing or permission. Seminar topics offered in the past include office machines, career orientation and human relations.

### **GB 0499 • Independent Study in General Business**

**Demand • 1-6 Credit Hours**

Individually directed readings, research and discussions in selected areas of general business for advanced majors. Scope, depth, area of concentration and credit to be arranged upon entry into course. Offered by arrangement. Prerequisites: Permission and 3.0 GPA. Repeatable up to six credit hours.

## **INTERNATIONAL BUSINESS**

### **FACULTY:**

**Philibert - Chair, Campbell, Marion & Moos  
Plaster Hall 309L • 417.625.9703**

The BSBA international business major course of study is designed to provide a quality comprehensive educational environment to students for the development of the critical, personal, professional and intellectual competencies necessary for success in the complex and dynamic global business world.

### **Minor in International Business**

Minor Code.....IB80

IB 310	International Business.....	3
IB 352	International Human Resource Mgmt .....	3
IB 400	International Marketing.....	3
MRKT 300	Principles of Marketing.....	3
MGMT 350	Fund. of Organizational Management.....	3
<b>Choose one</b>	.....	<b>3</b>
IB 410	International Management	
IB 460	Global Supply Chain Management	
<b>Total for Minor (International Business).....</b>		<b>18</b>

\*With the approval of the course instructor and the Department Head.

## **International Business Emphasis ..... Major Code IB00 Bachelor of Science in Business Administration**

<b>General Education Requirements (p. 45) 46-47*.....</b>		<b>43-44</b>
<b>Business Core (p. 139).....</b>		<b>39</b>
<b>Required</b>		<b>15</b>
IB 400	International Marketing.....	3
IB 410	International Management .....	3
IB 430	International Trade Finance .....	3
IB 460	Global Supply Chain Management .....	3
Foreign Language .....		3
<b>Choose one:</b>		<b>3</b>
IB 491	Internship in International Business	
IB 498	Advanced Topics in International Business	
IB 499	Independent Study in International Business	
<b>Choose one:</b>		<b>3</b>
IB 352	International Human Resource Management	
INTS 304	Comparative Political Economy	
<b>Electives</b>		<b>20-21</b>
<b>Total</b>		<b>124</b>

\*Required course in economics (ECON 201) satisfies major requirement and three hours of General Education Requirements.

## **COURSE DESCRIPTIONS: INTERNATIONAL BUSINESS**

### **IB 0310 • International Business**

**Demand • 3 Credit Hours**

The course provides an introduction and overview of the international organizations and the effects of the foreign environment on international business. The course will focus on cultural differences; theories of international trade and economic development; international finance; marketing internationally and practical applications of starting and maintaining international business relationships. This course is the prerequisite for higher level International Business courses. Prerequisites: English 101 and 102.

### **IB 0352 • International Human Resource Management**

**Fall • 3 Credit Hours**

The course addresses the concepts, principles and practices of organizations who have chosen to participate in international activities either as a profit-seeking business, a not-for-profit or a governmental agency and wishes to improve the effective management of people in a global environment. The course will address the unique international issues including, but not limited to, human resource planning, recruiting, selecting orienting, training, evaluating and compensating employees in a legal, ethical and socially responsible manner. Prerequisite: IB 310 or instructor permission.

### **IB 0400 • International Marketing**

**Fall • 3 Credit Hours**

This course provides students with an understanding of the principles and practices of international marketing by studies of the international marketing environment, international marketing strategies, international marketing management and international marketing organization for international companies. Prerequisites: IB 310 and MRKT 300.

**For additional information contact:  
Dr. Nanette Philibert • Plaster Hall 309L  
417.625.9868 • philibert-n@mssu.edu**

### **IB 0410 • International Management**

**Spring • 3 Credit Hours**

This course will focus on the development of management skills related to international business. The students will study the international business environment, international business strategy, international organizational structure and international management. Management issues for small and large international companies will be examined in the areas of management of activities, building of capabilities, management across boundaries, coordination and control and human resource management. Prerequisites: IB 310 and MGMT 350.

### **IB 0430 • International Trade Finance**

**Fall • 3 Credit Hours**

This course focuses on the environment in which the international financial manager operates. Students study the risks of doing business overseas and the tools available to minimize those risks. Foreign exchange risk, political risk, foreign investments and international financing, working capital management, accounting and control are examined within this context. Prerequisites: IB 310 and FIN 350.

### **IB 0460 • Global Supply Chain Management**

**Spring • 3 Credit Hours**

This course will focus on the development of logistics management skills related to global supply chains. The students will study the international business environment as it relates to transportation modes and methods, trade agreements and trade zones, legal and security transportation issues, international conventions and import and export regimes. Particular attention will be given to supply chain management as part of the firm's strategic positioning, cultural interactions and quality considerations as well as to the importance of third party logistics providers. Prerequisites: IB 310 and IB 400.

### **IB 0491 • Internship in International Business**

**Demand • 1-6 Credit Hours**

An internship for senior International Business students with an opportunity to observe and participate in actual business operations within the community. All internships must conform to institutional policy regarding the number of hours of work, the number of credit hours and written agreements with the cooperating business or agency. Prerequisites: 65 hours, 3.0 GPA and department head approval. Repeatable up to six credit hours.

### **IB 0498 • Advanced Topics in International Business**

**Demand • 1-3 Credit Hours**

Special topics in international business. For upper-division students. Topics to be announced each time the course is offered.

### **IB 0499 • Independent Study in International Business**

**Demand • 1-6 Credit Hours**

Individually directed readings, research and discussion in selected areas of International Business for advanced majors. Scope, depth, area of concentration and credit to be arranged upon entry into course. Offered by arrangement. Prerequisites: 65 hours, 3.0 GPA and department head approval. Repeatable up to six credit hours.

**For additional information on Logistics, contact:**

**Dr. Elke Howe, Department Chair**

**Engineering Technology**

**Ummel Technology 153**

**417.625.9849 • howe-e@mssu.edu**

## *LOGISTICS*



**FACULTY:**

**Howe - Chair**

**Ummel Technology 153 • 417.625.9849**

The more global the economy becomes, the more essential will be those who understand logistics and improved transportation systems. The Logistics Bachelor's degree insures that students have mastery in optimizing the movement of materials and inputs within an organization as well as bringing finished goods to markets and consumers in the most cost effective ways. Our Logistics program gives students a complete grounding in both the leading technologies and practices of top tier professionals. The program is designed to allow students to add a minor in a related field of study that will help them in their career. Typical minors include those in Engineering Technology, Computer Information Sciences, and Business.

**Logistics** ..... **Major Code IE03**

### **Bachelor of Science**

**General Education Requirements (p. 45) 46-47\*..... 46-47**

**Logistics Major** ..... **36**

**Business - 15 Hours**

GB 321 Business Statistics I ..... 3

LOGT 340 Principles of Transportation..... 3

LOGT 345 Business Logistics..... 3

LOGT 360 Supply Chain Management..... 3

MRKT 300 Principles of Marketing..... 3

**IET - 15 hours**

IET 205 Computer Applications & Cost Analysis ..... 3

IET 300 Engineering Economics ..... 3

IET 310 Production Planning and Control ..... 3

IET 355 Work Measurement..... 3

IET 380 Principles of Lean..... 3

**CIS - 6 hours**

CIS 202 Information Systems I ..... 3

CIS 375 Information Technology Project Mgmt..... 3

**General Electives** ..... **41-42**

**Total** ..... **124\***

\*Must include at least 40 upper division (300-400 level) hours.

## *COURSE DESCRIPTIONS:* *LOGISTICS*

### **LOGT 0340 • Principles of Transportation**

**Spring • 3 Credit Hours**

Principles of Transportation examines forms of transportation and institutional factors that influence transportation decisions; regulation, public policy and other governmental variables are reviewed in detail. An introduction to physical distribution's interaction with transportation is explored. Prerequisite: MRKT 300.

### **LOGT 0345 • Business Logistics**

**Fall • 3 Credit Hours**

A survey of the management of logistic functions in the firm, including physical supply and distribution activities such as transportation, storage facilities, inventory control, materials handling, warehousing, financing and organization. Prerequisite: MRKT 300.

### **LOGT 0360 • Supply Chain Management**

**Fall • 3 Credit Hours**

This course presents a survey of basic supply chain management among focal organizations and their tiered business partners. Emphasis on collaboration and planning related to major functional areas required to organize the flow of products from inception through delivery to satisfy final customer needs. Information and communication technology as an enabler of supply chain management strategies is also discussed. An appreciation of how the local supply chain functions as part of a global system is explored. Prerequisite: MRKT 300.

# MANAGEMENT

**FACULTY:**

**Philibert - Chair, Agee, Cragin, Dawson, Douglas, Marion  
Moos, Myers, Schmidt & Vernon  
Plaster Hall 309L • 417.625.9703**

**Mission**

The mission of the Department of Management at Missouri Southern State University is to provide students with a superior education. Faculty combine effective teaching with scholarship and professional service and strive to provide students with practical and theoretical business competencies. These competencies prepare students for leadership positions and service in a diverse, global and competitive economy. Consistent with the university's mission, the Department of Management embraces an integration of liberal and professional education to enable students to develop the ability to excel in the complex work environment of business. The curriculum combines extensive management study with a focus on development of student competencies in the areas of professional integrity, social responsibility oral and written communication, interpersonal relationships, technology management, research experience, international business affairs and critical thinking skills.

The BSBA management major course of study is designed to prepare the graduate for entry-level positions of responsibility in the for-profit, nonprofit and public sectors.

## Management Emphasis ..... Major Code MMO0 Bachelor of Science in Business Administration

<b>General Education Requirements (p. 45) 46-47*..... 43-44</b>	
<b>Business Core (p. 139).....</b>	<b>39</b>
<b>Management Emphasis.....</b>	<b>21</b>
MGMT 337 Management Information Systems .....	3
MGMT 352 Human Resource Management .....	3
MGMT 411 Employment Law .....	3
MGMT 431 Operations Management.....	3
MGMT 441 Organizational Behavior .....	3
Select Two: From the list below .....	6
IB 352, IB 410, MGMT 354, MGMT 447, MGMT 491, MRKT 321, MRKT 312	
<b>Electives .....</b>	<b>20-21</b>
<b>Total .....</b>	<b>124</b>

\*Required course in economics (ECON 201) satisfies major requirement and three hours of General Education Requirements.

## Human Resource Mgmt. Emphasis ..... Major Code MMO4 Bachelor of Science in Business Administration

<b>General Education Requirements (p. 45) 46-47*..... 43-44</b>	
<b>Business Core (p. 139).....</b>	<b>39</b>
<b>Human Resource Management Emphasis .....</b>	<b>21</b>
MGMT 352 Human Resource Management .....	3
MGMT 411 Employment Law.....	3
MGMT 441 Organizational Behavior.....	3
MGMT 445 Compensation and Benefits .....	3
MGMT 447 Employee Training and Development .....	3
Select Two: (MGMT 354, MGMT 431, MGMT 491, MRKT 321).....	6
<b>Electives .....</b>	<b>20-21</b>
<b>Total .....</b>	<b>124</b>

\*Required course in economics (ECON 201) satisfies major requirement and three hours of General Education Requirements.

**Minor in Management**

Minor Code.....MM82

MGMT 237	Using Information Systems .....	3
MGMT 350	Fund. of Organizational Management .....	3
MGMT 352	Human Resource Management .....	3
<b>Choose four .....</b>		<b>12</b>
GB 320	Business Communications .....	
GB 321	Business Statistics I .....	
MGMT 337	Management Information Systems .....	
MGMT 354	Quality Management .....	
MGMT 411	Employment Law .....	
MGMT 431	Operations Management .....	
MGMT 441	Organizational Behavior .....	
<b>Total for Minor (Management) .....</b>		<b>21</b>

**Minor in Human Resource Management**

Minor Code.....MM81

GB 301	Legal Environment of Business.....	3
MGMT 350	Fund. of Organizational Management .....	3
MGMT 352	Human Resource Management .....	3
MGMT 441	Organizational Behavior .....	3
<b>Choose three .....</b>		<b>9</b>
(GB 320, IB 352, MGMT 354, MGMT 411, MGMT 445, MGMT 447, MGMT 491)		
<b>Total for Minor (Human Resource Management).....</b>		<b>21</b>

**Minor in Quality Management**

Minor Code.....MM85

ACCT 201	Principles of Financial Accounting.....	3
GB 321	Business Statistics I .....	3
GB 405	Statistical Quality Control .....	3
MGMT 350	Fund. of Organizational Management .....	3
MGMT 354	Quality Management .....	3
<b>Choose one .....</b>		<b>3</b>
MGMT 352	Human Resource Management .....	
MGMT 431	Operations Management .....	
<b>Total for Minor (Quality Management) .....</b>		<b>18</b>

**Certificate Specialist in Management**

Certificate Code.....MM94

MGMT 350	Fundamentals of Organizational Management .....	3
MGMT 441	Organizational Behavior .....	3
MGMT 452	Strategic Management .....	3
MGMT 352	Human Resources Management .....	3
MGMT 447	Employee Training & Development .....	3
IB 460	Global Supply Chain Management .....	3
	Accounting/Finance Choice course* .....	3
	Management Choice course** .....	3
<b>Total for Certificate .....</b>		<b>24</b>

Choice courses are chosen in conjunction with program advisor.

\* One 3-hour course in Accounting or Finance

\*\* One 3-hour course in International, Performance or Psychology of Management

A maximum of 6 hours may be transferred in from other institutions.

## COURSE DESCRIPTIONS: MANAGEMENT

### MGMT 0237 • Using Information Systems

Fall & Spring • 3 Credit Hours

Principles of information systems in the business environment. This course provides a basic understanding of data manipulation, evaluation and summarization to be used in the decision making process. Includes file management skills, internet skills and the use of Microsoft Office programs. Prerequisite: Basic knowledge of the Windows operating system.

### MGMT 0337 • Management Information Systems

Fall & Spring • 3 Credit Hours

The course is designed to examine the use of information systems to support the management and business activities of an organization. The topics include: the fundamentals of hardware and software, database management, data communications, transaction processing information systems, decision support systems, information reporting systems, office automation, networks, tapping the Internet, expert systems, problem analysis, system analysis and design, and current and future management information system trends.

### MGMT 0350 • Fundamentals of Organizational Management

Fall, Spring & Summer • 3 Credit Hours

A study of the fundamentals and functions of organizational management including planning, decision making, organization, leading, and controlling from individual and group behavior perspectives. Prerequisites: Junior standing and ENG 101/102 or equivalent. Cross-listed as HS 350.

### MGMT 0352 • Human Resource Management

Fall, Spring & Demand • 3 Credit Hours

Human Resource Management includes the principles and practices of management with emphasis on the human factors, including procurement, development and maintenance of an effective work force. Prerequisite: MGMT 350 or consent of instructor.

### MGMT 0354 • Quality Management

Fall, Spring & Summer • 3 Credit Hours

Quality Management (QM) is an overview of an evolving philosophy for continuous improvement of products, processes, and services to enhance quality while reducing costs. It is a management/technical/cultural approach to the integration of all systems and processes of an enterprise to achieve customer satisfaction. Prerequisites: MGMT 350, or consent of instructor.

### MGMT 0411 • Employment Law

Fall & Spring • 3 Credit Hours

A primary emphasis on the legal regulation of employment, including Title VII of the Civil Rights Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, and the Equal Pay Act. Areas covered include race, color, gender, age, religion and disability discrimination, as well as sexual harassment, retaliation claims, affirmative action, workers' compensation, and privacy issues. A secondary emphasis is on the National Labor Relations Act, including union organizing, unfair labor practices, and collective bargaining agreements. Prerequisite: Junior standing, MGMT 352.

### MGMT 0431 • Operations Management

Fall, Spring & Summer • 3 Credit Hours

Principles and decision analysis related to the effective utilization of the factors of production and operations in manufacturing activities for both intermittent and continuous systems. The study of operations management, analytical models and methods, facilities design and the use of computer modeling for control systems for effective production operations. Prerequisite: GB 321.

### MGMT 0441 • Organizational Behavior

Demand • 3 Credit Hours

The purpose of this course is to introduce the student to the study of individual and group behavior within an organization. Current and emerging theoretical and practical knowledge for understanding topics such as motivation, leadership, managerial decision-making, group processes, and conflict resolution. Prerequisite: MGMT350.

### MGMT 0445 • Compensation and Benefits Management

Demand • 3 Credit Hours

This course studies the principles and practices of compensation and benefit management, with an emphasis on strategic analysis, as well as current human resource theory and practices. The course examines the field of compensation and benefits by addressing both intrinsic and extrinsic issues as well as the basis for compensation, compensation systems, benefits, executive compensation, and the international implications of the global economy. Prerequisites: MGMT 350 and GB 321 or consent of the instructor.

### MGMT 0447 • Employee Training and Development

Demand • 3 Credit Hours

An examination of current practices and research in the area of employee training and development to include needs analysis, instructional design, and the evaluation of training in organizations. Additional course topics include the strategic role of training, learning management, knowledge management, as well as employee and career development. Prerequisite: MGMT 350.

### MGMT 0452 • Strategic Management

Fall, Spring & Summer • 3 Credit Hours

AA capstone course integrating business disciplines with formal analyses of the organization's macro and industry environment; mission and goals; and strategy formulation, implementation, and control using computer simulation and/or the case method approach. Prerequisites: Senior standing, MRKT 300, MGMT 350 and FIN 350; should be taken during the last semester of university work.

### MGMT 0491 • Internship in Management

Demand • 1-6 Credit Hours

An internship for senior marketing/management students with an opportunity to observe and participate in actual business operations within the community. All internships must conform to institutional policy regarding the number of hours of work, the number of credit hours and written agreements with the cooperating business or agency. Prerequisites: 65 hours, 3.0 GPA and department approval. Repeatable up to six credit hours.

### MGMT 0498 • Advanced Topics in Management

Demand • 1-3 Credit Hours

For upper-division students. Topics to be announced each time the course is offered. Prerequisite: Senior standing or permission.

### MGMT 0499 • Independent Study in Management

Demand • 1-6 Credit Hours

Individually directed readings, research and discussion in selected areas of Marketing/Management for advanced majors. Scope, depth, area of concentration and credit to be arranged upon entry into course. Offered by arrangement. Prerequisites: Permission and a minimum 3.0 GPA. Repeatable up to six credit hours.

**For additional information contact:**  
**Dr. Nanette Philibert • Plaster Hall 309L**  
**417.625.9868 • philibert-n@mssu.edu**

**MARKETING****FACULTY:**

**Philibert - Chair, Cragin, Dawson,  
Douglas, Dunlop, Myers & Schmidt  
Plaster Hall 309L • 417.625.9703**

**Mission**

The mission of the Department of Marketing at Missouri Southern State University is to provide students with a superior education. Faculty combine effective teaching with scholarship and professional service and strive to provide students with practical and theoretical business competencies. These competencies prepare students for leadership positions and service in a diverse, global and competitive economy. Consistent with the university's mission, the Department of Marketing embraces an integration of liberal and professional education to enable students to develop the ability to excel in the complex work environment of business. The curriculum combines extensive marketing study with a focus on development of student competencies in the areas of professional integrity, social responsibility oral and written communications, interpersonal relationships, technology management, research experience, international business affairs and critical thinking skills.

The BSBA marketing major course of study is intended to prepare graduates for positions in personal selling, product and services marketing, promotions, consumer behavior, marketing and sales analysis, retailing and supply chain logistics.

**Marketing Emphasis ..... Major Code MMO3**  
**Bachelor of Science in Business Administration**

<b>General Education Requirements (p. 45) 46-47*.....</b>	<b>43-44</b>
<b>Business Core (p. 139).....</b>	<b>39</b>
<b>Marketing Emphasis.....</b>	<b>21</b>
MRKT 401 Integrated Marketing Communications .....	3
MRKT 432 Consumer Behavior .....	3
MRKT 470 Marketing Research .....	3
MRKT 472 Marketing Strategy .....	3
Choose three: (IB 400, MRKT 312, MRKT 321, MRKT 405).....	9
<b>Electives .....</b>	<b>20-21</b>
<b>Total .....</b>	<b>124</b>

\*Required course in economics satisfies major requirement and three hours of General Education Requirements.

**Minor in Marketing**

Minor Code.....MM83

<b>Required .....</b>	<b>18</b>
MRKT 300 Principles of Marketing .....	3
MRKT 312 Retail Management .....	3
MRKT 321 Professional Sales & Sales Mgmt .....	3
MRKT 401 Integrated Marketing Communications .....	3
MRKT 405 Internet Marketing .....	3
MRKT 432 Consumer Behavior .....	3
<b>Total for Minor (Marketing) .....</b>	<b>18</b>

**For additional information contact:**

**Dr. Nanette Philibert  
Plaster Hall 309L • 417.625.9868  
philibert-n@mssu.edu**

**Minor in Multimedia**

Minor Code.....MM84

<b>Required .....</b>	<b>12</b>
MRKT 405 Internet Marketing .....	3
CIS 110 Programming I.....	3
ART 101 Two Dimensional Design.....	3
COMM 101 Introduction to Human Communication.....	3
Choose two* .....	6
MGMT 337 Management Information Systems .....	
MRKT 401 Integrated Marketing Communications .....	
MRKT 432 Consumer Behavior .....	
<b>Total for Minor (Multimedia) .....</b>	<b>18</b>

\*Other courses may be substituted with permission of advisor.

## **COURSE DESCRIPTIONS:**

### **MARKETING**

**MRKT 0300 • Principles of Marketing**

**Fall, Spring & Summer • 3 Credit Hours**

Survey of major marketing methods, institutions, and practices. Retailing, wholesaling, distribution channels, marketing legislation, advertising, marketing research, and marketing cost are treated from the standpoint of consumers, middlemen, and manufacturers. Prerequisite: ENG 101 and ENG 102.

**MRKT 0312 • Retail Management**

**Spring & Summer (odd) • 3 Credit Hours**

This course will review the principles of successful retail management, including managing retail operations, administration and control, location analysis, merchandising, promotion, and review of the retail environment with analytic and research methods applicable to retail problems. Retailing is a high tech, global, growth industry and the retail manager uses creativity and analytical skills to be successful in this dynamic world. Prerequisite: MRKT 300.

### **MRKT 0321 • Professional Sales and Sales Management**

**Fall & Spring • 3 Credit Hours**

Covers the principles, methods and techniques of effective professional strategic and consultative selling, as well as the management of a professional sales staff. Prerequisite: MRKT 300.

**MRKT 0401 • Integrated Marketing Communications**

**Spring & Summer (Even) • 3 Credit Hours**

This course examines the planning, development and execution of integrated marketing communications programs with a focus on the promotional aspects of the marketing mix. Both traditional and online applications of marketing strategies are studied as they pertain to achieving an organization's goals and objectives. The analysis of advertising media, the preparation of advertising programs and the formulation of campaigns are included in the course. Prerequisite: MRKT300.

**MRKT 0405 • eMarketing**

**Fall, Spring & Summer • 3 Credit Hours**

Addresses the new technological environment that marketers are facing by introducing strategic considerations related to technology and technology implementation. Explores the basics of marketing exchange utilizing the information highway, multimedia techniques, database marketing, and interactive telecommunications; also gives students hands-on experience with relevant software. Prerequisites: MRKT 300 and MGMT 237 (or equivalent).

### MRKT 0432 • Consumer Behavior

**Fall, Spring & Summer (Demand) • 3 Credit Hours**

An interdisciplinary approach to the analysis and interpretation of consumer buying habits and motives and the resulting purchase of goods and services. The purchaser's psychological, economic and socio-cultural actions and reactions are stressed. Prerequisite: MRKT 300.

### MRKT 0470 • Marketing Research

**Fall & Spring • 3 Credit Hours**

The systematic gathering, recording, analyzing and presentation of data relating to market analysis, sales analysis, consumer research, advertising research and attitude research. Prerequisites: GB 321 and six hours of marketing.

### MRKT 0472 • Marketing Strategy

**Fall, Spring & Summer (Demand) • 3 Credit Hours**

Strategic aspects of marketing: problems involved in environmental scanning, goal setting, planning and strategies as they apply to product and service policy, financial objectives, promotional objectives, distribution policy and marketing intelligence. Prerequisites: Senior standing, MRKT 432, MRKT 470, MGMT 350, and FIN 350.

### MRKT 0491 • Internship in Marketing

**Demand • 1-6 Credit Hours**

An internship for senior marketing/management students with an opportunity to observe and participate in actual business operations within the community. All internships must conform to institutional policy regarding the number of hours of work, the number of credit hours and written agreements with the cooperating business or agency. Prerequisites: 65 hours, 3.0 GPA and department approval. Repeatable up to six credit hours.

### MRKT 0498 • Advanced Topics in Marketing

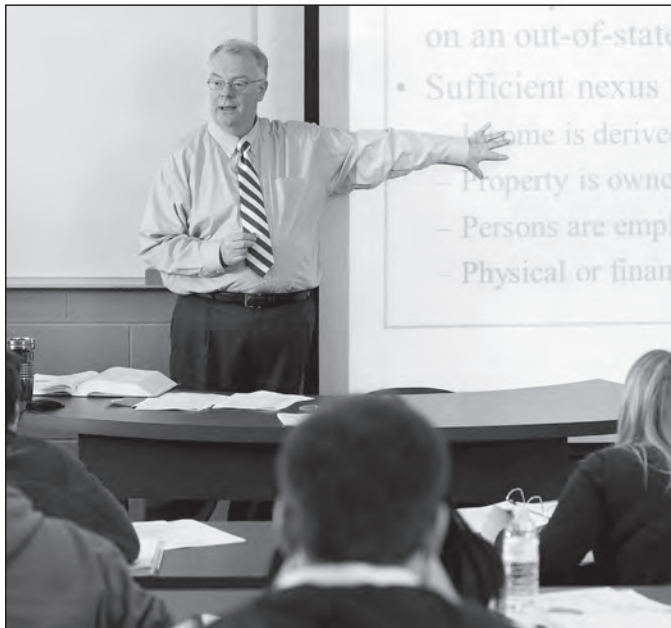
**Demand • 1-3 Credit Hours**

For upper-division students. Topics to be announced each time the course is offered. Prerequisite: Senior standing or permission.

### MRKT 0499 • Independent Study in Marketing

**Demand • 1-6 Credit Hours**

Individually directed readings, research and discussion in selected areas of Marketing/Management for advanced majors. Scope, depth, area of concentration and credit to be arranged upon entry into course. Offered by arrangement. Prerequisites: Permission and a minimum 3.0 GPA. Repeatable up to six credit hours.



## MASTER OF ACCOUNTANCY MACC DEGREE

**FACULTY:**

**D. Smith - Program Director**

**Agee, Garner, Huffman, Moos & Nichols**

The objective of the Master of Accountancy (MAcc) degree is to give students greater breadth and depth of accounting knowledge and to provide the academic background needed to begin a professional accounting career. Outstanding employment opportunities in public accounting, industry, and government await graduates of the MAcc program. It also meets the "150-hour" education requirement to sit for the CPA examination and for membership in the American Institute of Certified Public Accountants.

The MAcc program is a comprehensive program that develops students' conceptual and technical accounting competence, communication skills, research and analytical abilities, and leadership skills. The Missouri Southern State University MAcc focuses on the common body of knowledge recommended by the American Institute of Certified Public Accountants and builds on the traditional undergraduate accounting courses. Consequently, graduates are well prepared to sit for and pass the CPA exam. However, MSSU takes students beyond the knowledge required on the CPA exam. Students learn the theory behind accounting and auditing procedures so they can adapt to an ever changing environment. The program encourages life-long learning and is unique in two respects: (1) The MSSU MAcc teaches leadership through courses that focuses on the application of leadership in business and accounting organizations. (2) The program also integrates case studies throughout the program in which students learn to use multiple resources to solve management and accounting problems.

An accelerated option is available for eligible MSSU undergraduate accounting majors. Students must apply during the second semester of their junior year. If accepted, students will start taking graduate classes their senior year and waive the MGMT 452 requirement and replace it with the MGMT 552 course. This option allows Missouri Southern State University accounting majors to obtain both the Bachelor of Science and MAcc degrees in five years with a total of 151 semester hours rather than the normal 154 hours. Students are also better prepared to obtain an internship or career job earlier in their academic program.

#### Admission Requirements – Traditional Program

Admission to the Master of Accountancy program is based on the applicant's undergraduate record, score on the Graduate Management Admission Test (GMAT), and other factors such as work experience and career progression. All applicants are subject to the review and approval of the MAcc Admissions Committee. Requirements include:

1. Baccalaureate degree in accounting from an accredited institution.
2. Undergraduate Grade Point Average (GPA) of 3.2 or higher in the last 60 hours of undergraduate work.
3. Achieve a minimum score of 450 on the Graduate Management Admissions Test on an exam taken within five years of application.
4. Submit a current résumé describing each fulltime professional position held. The résumé must show the month and year that the applicant started and left the position.

**Non-Accounting Degrees:** The traditional MAcc can accommodate students without undergraduate degrees in accounting. Deficiencies in a student's undergraduate business or accounting education must be removed by taking appropriate prerequisite courses. Those courses add to the number of hours required to complete the program. To determine the extent of deficiencies, students should contact the MAcc Program Director for a transcript analysis.

By completion of the MAcc Program, the student is expected to meet the common body of knowledge requirements of the ACBSP. These requirements involve course work in economics, statistics, computer information systems,

finance, business law, management and marketing that is essentially equivalent to that required of Missouri Southern State University undergraduate accounting majors.

<b>Courses</b>	<b>Cr. Hrs</b>
Intermediate Accounting	6
Cost Accounting	3
Taxation	6
Auditing	3
Principles of Finance	3
Business Law	3
Microeconomics	3
Macroeconomics	3
Management	3
Marketing	3
Statistics	3
International Business	3

GMAT Waiver: The Program Director may waive the GMAT requirement if one of the following situations is met:

- The applicant has an undergraduate GPA of 3.6 or higher in their last 60 hours,
- The program applicant took the Educational Testing Service's Major Field Test (MFT) at their undergraduate institution and scored at or above the 70th percentile, or
- The applicant holds an advanced degree (e.g., masters, doctorate from an accredited institution).

### Preferred Dates for Applications

The MAcc program normally admits students only for the summer and fall terms with a preferred application date of April 1st. Students considering a spring admission should contact the MAcc Program Director for a transcript review prior to applying to the program.

To ensure time for processing, applications must be completed (including official transcripts and standardized test scores) at least one month prior to the beginning of the term for which the student wishes to enroll. Although every effort will be made to accommodate late applicants, there is no guarantee that a late applicant will be allowed to enroll.

### Conditional Admission

Conditional admission may be granted when recommended by the department and approved by the Dean. For each conditionally admitted student, the department will specify on the admission review form the conditions for obtaining regular admission status, including a specified deadline, if applicable, for meeting these conditions. Conditionally admitted students are ineligible to receive financial aid, including graduate assistantships.

With good justification, this classification can be used when students

1. Have not met the minimum GPA requirement for regular admission; \*
2. Have not submitted all required admission materials prior to initial enrollment (e.g. GMAT or official transcripts); or \*\*
3. Need to complete prerequisites specified by the department offering the graduate program of interest.

### Notes on Conditional Admission

\* In the case of failing to meet minimum GPA requirements for regular admission, the student must obtain a minimum cumulative GPA of 3.00 after the first nine semester hours of graduate course work taken at Missouri Southern State University. The graduate courses taken during this probationary period must apply toward a degree program and be approved by the Program Director. If the cumulative 3.00 GPA is achieved, the student may then request the Program Director reclassify them to regular admission status. If a 3.00 GPA is not achieved, the student will be denied further graduate enrollment at MSSU.

\*\* In the case of failing to submit the required standardized test score or final transcripts, the student must present appropriate documentation no later than the end of the first semester of graduate enrollment. The student will not be allowed to register for additional graduate course credits until the documentation is received by the accounting program.

### Non-degree Seeking

Students who possess the minimum GPA for regular admission may choose to be admitted as a non-degree student. This classification is reserved for students who are undecided about their major field of emphasis, who choose to take work for upgrading their professional skills, or who wish to enroll in work for transferring to another graduate school. Any work taken by a non-degree student may subsequently be applied to fulfilling degree requirements.

### Admission of International Students

International applicants to the MAcc program whose first language is not English must demonstrate a satisfactory level of English proficiency. Students need a strong command of the English language to perform at the graduate level, especially in interactive programs which emphasize teamwork and effective oral and written communication.

Applicants whose first language is not English and who have not earned bachelor's degrees from U.S. institutions will demonstrate English proficiency by submitting one of the following:

- TOEFL PBT score of 550 or higher
- TOEFL iBT score of 79 or higher
- IELTS score of 6.5 or higher

The English proficiency requirement may be waived at the discretion of the academic department chair if the last four semesters of full-time academic coursework have been completed at an accredited institution in the United States with an overall GPA of 3.00 or higher.

### Admission of Transfer Students and Transfer Credit

No student who has attended another graduate institution and earned less than a cumulative 3.00 GPA on a 4.00 scale will be admitted to the MAcc program at MSSU.

Subject to the approval of the Dean and the appropriate department chair, a maximum of six hours of transfer graduate credit of grade B or above from another accredited institution may be accepted.

All transfer hours must be in courses for which an equivalent MSSU course exists, and no transfer hours may be in extension or correspondence work. A minimum of 24 hours credit in residence at MSSU is required.

### Admission Requirements – Accelerated Program

Admission to the Master of Accountancy Accelerated program is based on the applicant's undergraduate record. Requirements include:

1. Current Accounting major at Missouri Southern State University
2. Submit an undergraduate transcript showing that the following accounting courses are either completed or in process with a minimum of a 3.5 GPA and have earned a minimum overall GPA of 3.6 or higher for their last 60 hours of undergraduate work:

ACCT 309 - Accounting Information Systems  
 ACCT 312 - Intermediate Accounting I  
 ACCT 322 - Intermediate Accounting II  
 ACCT 375 - Tax I  
 ACCT 385 - Cost Accounting  
 ACCT 408 - Tax II

3. Submit a current résumé describing each position held in the last five years. The résumé must show the month and year that you started and left each position

**Probationary Admission:** Applicants who do not meet the normal GPA admission requirements but who show indication of high promise will be considered for probationary admission by the MAcc Program Director.

## Master of Accountancy

### Traditional Program - GR09 • Accelerated Program - GR10

Required Courses		30
ACCT 502	Financial Accounting and Reporting	3
ACCT 508	Tax Planning and Research	3
ACCT 545	Integrative Accounting Seminar	3
ACCT 585	Controllership	3
ACCT 601	Ethics and Professional Responsibility	3
ACCT 604	Contemporary Auditing Issues	3
ACCT 632	Seminar in Financial Accounting Theory	3
FIN 535	Financial Analysis	3
MGMT 552	Strategic Management	3
Required Accounting Elective (choose one)		3
ACCT 691	Internship (3)	
ACCT 692	Individual Income Tax Assistance (3)	
ACCT 699	Directed Individual Study (3)	
<b>Total</b>		<b>30</b>

## COURSE DESCRIPTIONS: MASTER OF ACCOUNTANCY

### ACCT 0502 • Financial Accounting and Reporting

Fall • 3 Credit Hours

Advanced study of accounting for business combinations, foreign currency transactions and translation, reorganizations and liquidations, and financial reporting requirements of the Securities & Exchange Commission. Prerequisite or Co-requisite: ACCT 332 or permission of MAcc Program director.

### ACCT 0508 • Tax Planning and Research

Fall • 3 Credit Hours

This course introduces the upper-division accounting major or master's degree student to the basic concepts, methods, and tools of tax research. The coverage is broad, exploring the general framework of tax law. Prerequisite: ACCT 408, graduate status or MAcc Program Director permission.

### ACCT 0545 • Integrative Accounting Seminar

Summer • 3 Credit Hours

The course integrates financial accounting and fundamental managerial accounting topics with strategic analysis to evaluate the organization's objectives of liquidity, profitability, and operations efficiency. The emphasis is on cash flow statement, ratio analysis, and use of accounting information to facilitate ethical decision making, planning, budgetary control, and performance evaluation processes. Prerequisite: ACCT 322 and 385, graduate status or MAcc Program Director permission.

### ACCT 0585 • Controllership

Fall • 3 Credit Hours

A study of how accounting and operating information is used in management planning and decision making. Students will apply advanced costing models and design and evaluate management decision making information systems. Topics will include issues that are appropriate for consideration by executive management and the board of directors. Prerequisite: ACCT 385 and graduate status or MAcc Program Director permission.

### ACCT 0598 • Special Topics in Accounting

Demand • 3 Credit Hours

For upper division accounting and Masters of Accountancy students with topics to be announced each time the course is offered. Prerequisite: Masters of Accountancy candidate or permission of MAcc program director.

### ACCT 0601 • Ethics and Professional Responsibility

Spring • 3 Credit Hours

This course will provide the student with a framework for making ethical decisions in the accounting environment. In addition, the course will provide an introduction to professional responsibility with a particular focus on the CPA profession, and review legal issues of primary interest to professional accountants. Prerequisite: GB 301.

### ACCT 0604 • Contemporary Auditing Issues

Spring • 3 Credit Hours

In-depth study of significant pronouncements of the Auditing Standards Board and the Public Company Accounting Oversight Board. Pronouncements will be compared to standards issued by the International Auditing and Assurance Standards Board. Prerequisite: ACCT 411 and ACCT 502.

### ACCT 0632 • Seminar in Financial Accounting Theory

Spring • 3 Credit Hours

Review of the principles, rules, and procedures underlying the broad area of external financial reporting, including comparisons of U.S. and International Accounting Standards. Literature of the course is composed of publications by authoritative accounting bodies and contemporary developments in academic research. Prerequisite: ACCT 502.

### ACCT 0691 • Professional Internship

Spring • 3 Credit Hours

In consultation with the coordinating professor, the student is engaged in first-hand experience with a business, organization, or other professional entity. A portfolio of assigned work shall be collected, examined, and evaluated during the semester. Prerequisite: Permission of MAcc Program Director and a minimum 3.0 GPA.

### ACCT 0692 • Seminar in Accounting Leadership

Spring • 3 Credit Hours

An examination of the leadership and communication challenges associated with being a professional accountant. Students will lead and participate in teams of students while preparing income tax returns with the Volunteer Income Tax Assistance program.

### ACCT 0698 • Special Topics in Accounting

Demand • 3 Credit Hours

For Masters of Accountancy students with topics to be announced each time the course is offered. Prerequisite: Masters of Accountancy candidate or permission of MAcc program director.

### ACCT 0699 • Independent Study in Accounting

Demand • 3 Credit Hours

In consultation with coordinating professor, student selects a topic for intensive study in the student's program, with emphasis on research. Prerequisites: Permission of MAcc Program Director and a minimum 3.0 GPA.

### FIN 0535 • Financial Analysis

Fall & Summer • 3 Credit Hours

This applied course will familiarize students with the analytical and empirical tools used by financial managers to evaluate and forecast financial performance and perform project analysis and valuation. Topics will include the discounted cash flow analysis; project risk analysis; cost of capital; forecasting financial statements; enterprise valuation; and valuation using financial derivatives. Prerequisites: FIN 350 and MGMT 237.

### MGMT 0552 • Strategic Management

Fall • 3 Credit Hours

In-depth analysis of industries and competitors, and how to build and defend sustainable competitive advantages in forming a successful competitive strategy. Case analysis and management simulation convey the multifunctional nature of decision making at the top management level. Augmented by live-case analyses.



***Kinesiology***

***Psychology***

***Teacher Education***

***Master of Science  
in Education***

***School of  
Education***



### **School Dean**

**Dr. Deborah Brown, Interim Dean**

Taylor Hall 128A • 417.625.9314

### **Degrees and Majors**

#### **Bachelor of Arts**

- Psychology

#### **Bachelor of Science**

- Health Promotion & Wellness
- Psychology

#### **Bachelor of Science in Education**

- Elementary Education
- K-12 Education
- Middle School Education
- Secondary Education

#### **Master of Science**

- Curriculum & Instruction

### **Mission**

The mission of the Missouri Southern School of Education is to create an inclusive and equitable learning environment that promotes intellectual and personal growth through scholarship, research and practical application.

### **Objectives**

The objectives of the School of Education are:

1. to ensure the transmission of knowledge regarding the social, historical and philosophical foundations of each discipline;
2. to foster an awareness of the cultural diversity that exists in society and to provide knowledge relative to the contributions made by various cultures in each discipline;
3. to integrate and apply technology relevant to research and professional productivity;
4. to develop critical thinking, communication and professional collaboration skills;
5. to instill an awareness and understanding of the personal and professional impact of participation in professional organizations and a commitment to life-long learning;
6. to develop professional attitudes and ethical standards;
7. to support opportunities for faculty and staff to remain current and to conduct research in their respective disciplines;
8. to provide instructional facilities and equipment essential to the delivery of effective instruction;
9. to encourage faculty to provide consultation services and to otherwise serve as resources for the area and,
10. to maintain the viability of the School of Education's programs through systematic and continuous assessment, evaluation and modification.

## **KINESIOLOGY**



### **FACULTY:**

**Hobbs - Chair, Beeler, Bruggeman, Conklin, Cullers,  
Darnell, Gray, Mitts & Vavra  
Robert E. Young Gymnasium • 417.625.9316**

### **Mission**

The Department of Kinesiology supports the Missouri Southern State University mission to offer a liberal arts baccalaureate program that fosters the total education of each student. The department emphasizes quality teaching and academic advising, while promoting dedicated community and university service. The curriculum prepares future professionals to be successful at promoting healthy, active lifestyles in a global society.

The Kinesiology Department offers two degrees: the Bachelor of Science in Education degree (BSE) with a major in Physical Education K-12 and the Bachelor of Science degree (BS) with a major in Health Promotion and Wellness.

Candidates in the Department of Kinesiology are strongly encouraged to become involved with professional clubs and organizations at the departmental, state and national levels. The Department's programs of study reflect guidelines from the National Council for Accreditation of Teacher Education (NCATE), the American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD), the National Association for Sport and Physical Education (NASPE), Missouri Department of Elementary and Secondary Education (DESE), the American College of Sports Medicine (ACSM), the American Red Cross and requirements from the School of Education at Missouri Southern State University. Students studying in the Department of Kinesiology must earn a grade of 'C' or better in all required courses with a KINE, BIO, EDUC or PSY prefix.

### **Physical Education**

Students who desire certification as a teacher of physical education will become qualified at both the elementary and secondary level (K-12). Physical Education K-12 majors should refer to pages 205-206 where the requirements for Missouri Southern's Teacher Education program are listed.

### **Health Promotion and Wellness**

Graduates in this major will be prepared to promote life-style strategies to prevent illness and improve quality of life. Students seeking the health promotion and wellness degree must choose a clinical or non-clinical track and will actively participate in an internship experience in their final semester. Upon completion of the program, graduates may seek professional opportunities in a wide variety of areas including, but not limited to:

Fitness/Wellness Center	Long-Term Care Center
Community Health/Wellness	Physical Therapy
Corporate Wellness	Occupational Therapy
Personal Training	Physician Assistant
Group Exercise/Fitness	Athletic Training
Public Health	Exercise Physiology
Cardiac Rehabilitation	Youth/Sport Camps
Senior Center	Fitness/Medical Sales

**Note:** Several career options require additional schooling and/or certifications.

Students who wish to pursue the degree in Health Promotion and Wellness must have a cumulative GPA of 2.5 for all university course work prior to admission into KINE 495, Internship in Wellness.

### **Additional Interest Areas: Health**

The Missouri Department of Elementary and Secondary Education (DESE) identifies Health as a certification area. To teach health in the State of Missouri, one must be certified. Courses required for such certification are offered at Missouri Southern. An alternative path to health certification is passing the Praxis Exam for Health Education (#5551).

## Coaching

In the state of Missouri, head and assistant coaches in all sports must be certified teachers or administrators and be contracted by the Board of Education for the full school year as a full- or part-time teacher or administrator. The school board may also hire, as an assistant coach only, an individual who possesses a valid substitute or temporary authorization certificate, provided the school gives evidence that the position is required to maintain existence of the program and/or an adequate safety level, the coach completes an in-service training program and a copy of the current teaching certificate is on file at the school. For the coaching requirements of another state, students will need to contact the state's governing agency. For students with an interest in coaching, we offer a number of related courses. These courses are not required and are considered electives.

## Athletic Training

To become a certified athletic trainer, one must pass the National Athletic Training Examination. Only persons with a degree in Athletic Training are eligible to take the exam. Missouri Southern does not offer a degree in Athletic Training; however, for students who desire to pursue athletic training at the graduate school level, we do offer a number of related courses.

### Bachelor of Science in Education ..... Major Code ESO6 Physical Education Major, Grades K-12

#### General Education Requirements (p. 45) 46-47\* ... 44-45

#### Kinesiology Requirements ..... 49

BIO 201	Human Anatomy (5)	
	OR	
BIO 221	Human Anatomy and Physiology II	5
KINE 113	Wellness for the Health Professional (2)	
	OR	
KINE 103	Lifetime Wellness	2
KINE 114	Fitness Programming and Assessment	2
KINE 135	History and Philosophy of Physical Education	2
KINE 220	First Aid and Sport Safety	2
KINE 251	Lifetime Activities I	3
KINE 252	Lifetime Activities II	3
KINE 255	Dance and Recreational Pursuits	2
KINE 310	Theory and Technique of Elementary Physical Education I	3
KINE 312	Theory and Technique of Elementary Physical Education II	3
KINE 321	Theory and Technique of Secondary Physical Education	3
KINE 332	Theory and Technique of Movement & Rhythms	2
KINE 340	Motor Learning in Physical Education	2
KINE 342	Biomechanical Analysis	3
KINE 345	Tests and Measurements in Physical Education	2
KINE 355	Sports Academy Practicum	1
KINE 365	Psychological Aspects of Physical Education	2
KINE 366	Social Aspects of Physical Education	2
KINE 375	Adapted Physical Education	2
KINE 431	Physiology of Exercise	2
KINE 438	Applications in Physical Education	1

#### Professional Certification Requirements (p. 180) ..... 36

EDUC 280	Foundations of Education in a Global Society**	3
EDUC 301	Technology in Education	3
EDUC 302	The Exceptional Child	2
EDUC 321	Microteaching	2
EDUC 329	Pedagogical Theory, Methods and Practices	4
EDUC 422	Content Area Literacy: Secondary	2
EDUC 423	Classroom Management	2
EDUC 432	Critical Issues in Education	2
EDUC 464	Student Teaching-EL-SEC (PK-12)	10
PSY 205	Child/Adolescent Development	4
PSY 310	Educational Psychology	2
<b>Total</b>		<b>129-130</b>

\*Required courses in Kinesiology satisfy 2 hours of General Education (Area G)

\*\*Fulfills General Education International Studies requirement (Area I)

**For additional information contact:**  
**Dr. Jean Hobbs, Department Chair**  
**Young Gymnasium 215**  
 417.625.9745  
 hobbs-j@mssu.edu

### Bachelor of Science ..... Major Code K100

#### Health Promotion and Wellness Major

#### General Education Requirements (p. 45) 46-47\* ... 41-42

#### Kinesiology Requirements ..... 41

KINE 113	Wellness for the Health Professional (2)	
	OR	
KINE 103	Lifetime Wellness	2
KINE 114	Fitness Programming & Assessment	2
KINE 220	First Aid and Sport Safety	2
KINE 292	Fitness and Weight Training	2
KINE 295	Orientation to Health Promotion/Wellness	1
KINE 305	Aging and Health	2
KINE 340	Motor Learning	2
KINE 342	Biomechanical Analysis	3
KINE 345	Tests and Measurements in Physical Education	2
KINE 351	Exercise Interventions	3
KINE 352	Administration in Health Promotion	3
KINE 375	Adapted Physical Education (WI)	2
KINE 385	Nutrition for Human Development	3
KINE 395	Practicum in Wellness	2
KINE 431	Physiology of Exercise	2
KINE 432	Physiology of Exercise, Laboratory	2
KINE 491	Internship in Wellness	6

#### Supporting Requirements ..... 19-20

MATH 140	Algebra and Trigonometry	5
BIO 201	Human Anatomy	5
	OR	
BIO 221	Human Anatomy and Physiology II (5)	
CIS 105	Introduction to Microcomputer Use	3
PSY 221	Psych of Personal Adjustment (3)	
	OR	
PSY 205	Child and Adolescent Development (4)	
	OR	
PSY 432	Abnormal Psychology (3)	3-4
GB 320	Business Communication	3

#### Supporting Electives - to total minimum of ..... 23

MRKT 300	Principles of Marketing	3
MGMT 350	Fundamentals of Organizational Management	3
MGMT 352	Human Resource Management	3
MGMT 441	Organizational Behavior	3
PSY 282	Applied Behaviorism	3
PSY 320	Applied Statistics**	3
BIO 301	Human Physiology**	4
CHEM 151	General Chemistry I**	5
CHEM 152	General Chemistry II**	5
PHYS 152	Elementary College Physics II**	4
	OR	
	Other approved electives	4

#### Total ..... 124-126

\*Required courses in Kinesiology satisfy 2 hours of the General Education (Area G). MATH 140, Algebra and Trigonometry, satisfies the 3 hour General Education math requirement (Area C)

\*\*Suggested courses for students pursuing the clinical track.

## COURSE DESCRIPTIONS: KINESIOLOGY

### KINE 0101 • Introduction to Physical Activity

Fall, Spring & Summer • 1 Credit Hour

Designed to assist students in developing proficiency in a physical activity to increase the likelihood of lifetime participation. Non-repeated activities may be taken a maximum of three times for credit.

### KINE 0103 • Lifetime Wellness

Fall, Spring & Summer • 2 Credit Hours

Designed to provide students with the knowledge and self-management skills that will assist them in adopting healthy lifestyles. The course will encompass all areas of wellness: physical, emotional, spiritual, social and intellectual.

### KINE 0113 • Wellness for the Health Professional

Fall & Spring • 2 Credit Hours

Contemporary information about the beneficial effects of a healthy lifestyle and how to implement and live such a lifestyle. Required and limited to students studying in the Department of Kinesiology.

### KINE 0114 • Fitness Programming and Assessment

Fall & Spring • 2 Credit Hours

Designed to teach introductory theory and technique in exercise testing and programming, based on the American College of Sports Medicine guidelines and certification requirements. Students will participate in and conduct tests of cardio respiratory fitness, muscular strength and endurance, joint flexibility and body composition. Prerequisite: KINE 113 or KINE 103.

### KINE 0135 • History and Philosophy of Physical Education

Spring • 2 Credit Hours

Changing role of physical education from past to present as evidenced through the influence of the various philosophies. Prerequisite: KINE 113 or concurrently.

### KINE 0150 • Rules and Officiating of Team Sports

Demand • 3 Credit Hours

Knowledge and skills for officiating basketball, volleyball, softball, baseball and football; officiating laboratory required in some areas.

### KINE 0160 • Personal and Community Health

Demand • 2 Credit Hours

Study of the major risk factors determining health status, with special consideration given to principles and practices of good health for individual and community concerns, including personal and community assessments, body mechanics, nutrition, legal and illegal substances, responsible sexual behavior, mental health and the cause and prevention of disease.

### KINE 0170 • Drug Education

Demand • 2 Credit Hours

Examine the dimensions and problems of drug use and abuse in our society. Basic information on drug classifications, as well as specific content areas dealing with pharmacology, legislation, drug testing, drug education and prevention efforts will be covered. Key societal influences will be addressed including drugs in the workplace, in sports, in medicine and throughout our culture.

### KINE 0220 • First Aid and Sport Safety

Fall, Spring & Summer • 2 Credit Hours

Designed to offer students the knowledge and skills necessary to sustain life, in an emergency situation, by minimizing the consequences of injury and sudden illness until medical help arrives. Strategies for providing a safe environment for athletes and injury prevention will also be presented. Students receive certification through the American Red Cross in First Aid, CPR and AED adult and pediatric. Fee required.

### KINE 0251 • Lifetime Activities I

Fall • 3 Credit Hours

Study of the skills and instructional strategies of selected lifetime activities commonly found in the school physical education curriculum. Enrollment restricted to Physical Education majors. Prerequisite: KINE 113.

### KINE 0252 • Lifetime Activities II

Spring • 3 Credit Hours

Study of the skills and instructional strategies of selected lifetime activities commonly found in the school physical education curriculum. Enrollment restricted to Physical Education majors. Prerequisite: KINE 113.

### KINE 0255 • Dance & Recreational Pursuits

Fall & Spring • 2 Credit Hours

Students will develop and refine the content knowledge and pedagogical skills needed for instructing dance, rhythms and lifelong leisure activities. Prerequisite: KINE 113.

### KINE 0292 • Theory and Technique of Strength Training

Fall & Spring • 2 Credit Hours

Designed to assist health promotion professionals with designing and implementing strength training programs and with weight room management. Required and limited to students studying in the Department of Kinesiology. Prerequisite: KINE 113.

### KINE 0295 • Orientation to Health Promotion and Wellness

Fall & Spring • 1 Credit Hour

An orientation to health promotion and wellness. A 15 clock-hour field based component is a part of this class. Students will receive initial exposure to community and hospital health promotion and wellness programs as well as Southern's Wellness Program. Limited to Kinesiology majors. Prerequisite: KINE 113.

### KINE 0305 • Aging and Health

Fall & Spring • 2 Credit Hours

Designed to explore the physiological process of aging and the role of interventions. Students will conduct assessments and participate in activities appropriate for the aging population. Prerequisite: KINE 103 or KINE 113.

### KINE 0310 • Theory and Technique of Elementary Physical Education I

Fall • 3 Credit Hours

Designed to provide pedagogical knowledge and application necessary for instruction of physical education with the elementary school child. Emphasis on motor skill instruction and analysis, curricular design, lesson planning and class management. Enrollment restricted to Physical Education majors. Prerequisite: KINE 251 or KINE 252.

### KINE 0311 • Physical Education for the Elementary School

Fall & Spring • 2 Credit Hours

Provides elementary education candidates with the skill, content and pedagogical knowledge necessary to design and implement an interdisciplinary physical education program. Emphasis is on development of the total child through physical activity. Prerequisite: EDUC 329 or concurrent enrollment in EDUC 329.

### KINE 0312 • Theory and Technique of Elementary Physical Education II

Spring • 3 Credit Hours

Designed to provide pedagogical knowledge and practical experience for instruction in the elementary school physical education setting. Emphasis on physical fitness assessment, unit planning and lifetime activity and sport instruction. Includes an 18-hour field experience. Prerequisite: KINE 310.

### KINE 0321 • Theory and Technique of Secondary Physical Education

Spring • 3 Credit Hours

Offers pedagogical considerations necessary to develop teaching methodologies relative to lesson plan construction, class organization and evaluation of students. Teaching sessions will provide the opportunity to experience a variety of teaching methods and organizational styles. Enrollment restricted to Physical Education majors. Prerequisite: KINE 251 or KINE 252.

## **COURSE DESCRIPTIONS: KINESIOLOGY (CONTINUED)**

### **KINE 0325 • Practicum in Sports Medicine**

**Demand • 2 Credit Hours**

This course is designed to provide the student the opportunity to observe and participate in athletic training procedures performed on athletes in the MSSU athletic training facility. (80 hours). Can be repeated once for additional credit. Prerequisites: KINE 220 and permission of instructor.

### **KINE 0332 • Theory and Technique of Movement and Rhythms**

**Fall & Spring • 2 Credit Hours**

Designed to develop content knowledge and pedagogical skill in the area of dance and rhythmic activities developmentally appropriate for the PK-6 elementary physical education curriculum. Emphasis on movement concepts through activities involving creative dance, singing games, dances of American origin, international folk dances and a variety of rhythmic activities. Prerequisite: KINE 251 or 252

### **KINE 0340 • Motor Learning in Physical Education**

**Fall, Spring & Summer • 2 Credit Hours**

Designed to provide students with the background necessary for identification of physical, mental, social and emotional development and the effects on behavior movement. Prerequisite: 30 hours.

### **KINE 0342 • Biomechanical Analysis of Movement**

**Fall & Spring • 3 Credit Hours**

A biomechanical approach to the study of forces on the human body with an emphasis on performance improvement, injury prevention and rehabilitation in sport and exercise. Prerequisite: BIO 201 or 221.

### **KINE 0345 • Tests and Measurements in Physical Education**

**Fall & Spring • 2 Credit Hours**

Designed to introduce students to the techniques of measuring and evaluating performance. Includes preparation and administration of skill, fitness and written tests along with statistical procedures for data analysis. Prerequisite: KINE 114 and MATH 125 or higher.

### **KINE 0351 • Exercise Interventions**

**Fall & Spring • 3 Credit Hours**

An introduction to the skills and instructional strategies of selected traditional as well as contemporary group exercise programs. Enrollment restricted to Health Promotion and Wellness majors. Prerequisite: KINE 113 and KINE 114.

### **KINE 0352 • Administration in Health Promotion**

**Fall & Spring • 3 Credit Hours**

Provides students with the skills and knowledge necessary to design organize and implement appropriate health promotion programs. Required and limited to students seeking a degree in Health Promotion and Wellness. Prerequisites: KINE 113 and KINE 295.

### **KINE 0355 • Lifetime Sports Academy Practicum**

**Summer • 1 Credit Hour**

A one-week practicum designed to provide students with practical teaching experience of children in lifetime sports and recreational activities. The Lifetime Sports Academy is held annually on the campus of Missouri Southern State University during the second week of June and is open to all elementary-aged children. Required of Physical Education majors. Can be repeated once for additional credit.

### **KINE 0365 • Psychological Aspects of Physical Education**

**Fall • 2 Credit Hours**

Behavior exhibited in the learning of skills and physical performance related to psychological concepts connected with the demands of physical activities. Particular attention given to self-efficacy, motivation and participation and their effect on physical performance and personal wellness.

### **KINE 0366 • Social Aspects of Physical Education**

**Spring • 2 Credit Hours**

Knowledge of the sociological aspects of physical activity relevant to physical education in schools. Particular attention given to the role of physical activity in social, ethical and moral development of citizens.

### **KINE 0367 • Socio-Psychological Aspects of Physical Education**

**Fall & Spring • 3 Credit Hours**

Behavior exhibited in the learning of skills and physical performance related to sociological and psychological concepts connected with the demands of physical activities. Particular attention is given to self-efficacy, motivation, and participation and their effect on physical performance and personal wellness. Prerequisite: KINE 113 or KINE 103.

### **KINE 0370 • School Health Education**

**Fall & Spring • 3 Credit Hours**

This course provides the background knowledge and skills teachers need to implement comprehensive school health education at the grade levels in which they are certified. Prerequisite: EDUC 329 or concurrent enrollment in EDUC 329. Fee required.

### **KINE 0375 • Adapted Physical Education**

**Fall & Spring • 2 Credit Hours**

Provides information and strategies to assist professionals in designing and implementing appropriate physical activity programs for individuals with disabilities.

### **KINE 0385 • Nutrition for Human Development**

**Fall, Spring & Summer • 3 Credit Hours**

Students will examine nutrition associated with human development and performance. Emphasis on the physiological and biochemical basis of nutrient absorption and utilization. Particular attention will be given to evaluating and developing strategies for optimal nutrition at various life stages. Prerequisite: any biology or chemistry course.

### **KINE 0395 • Practicum in Wellness**

**Fall & Spring • 2 Credit Hours**

Students will gain experience in planning, implementing and evaluating various aspects of health promotion programs. Knowledge of wellness programs will be enhanced by the development and refinement of skills appropriate to the discipline. Out of class opportunities will include working with the Missouri Southern Wellness Program and/or the community. Prerequisite: KINE 295. Fee required.

### **KINE 0431 • Physiology of Exercise**

**Fall & Spring • 2 Credit Hours**

Study of the effects of acute and chronic exercise on the systems of the body. Emphasis on metabolism, nutrition and human performance. Prerequisite: BIO 201 or 221.

### **KINE 0432 • Physiology of Exercise Laboratory**

**Fall & Spring • 2 Credit Hours**

Lab activities with emphasis on instrumentation and techniques used in the assessment of the physiological response to exercise. Required course for Health Promotion and Wellness majors. Prerequisite: BIO 201 or 221. Fee required.

### **KINE 0438 • Applications in Physical Education**

**Fall & Spring • 1 Credit Hour**

This course is designed to prepare physical education candidates for the teaching profession. Emphasis will be on developing the electronic portfolio, preparing a yearly curriculum and addressing issues within the profession. Restricted to Physical Education majors. Fee required.

**KINE 0491 • Internship in Wellness****Fall, Spring & Summer • 6 Credit Hours**

Extensive, off-campus internship providing opportunity for students to be an integral component of a wellness or health promotion facility. Students and on-site supervisor will develop a contractual agreement that provides specific learning experiences for the internship. Prerequisites: Health Promotion and Wellness major, application for experience at least one semester in advance and consent of department.

**KINE 0498 • Seminar in Health or Physical Education****Fall & Spring • 1-3 Credit Hours**

A thorough study of an advanced problem in health or physical education for selected students. Prerequisites: senior standing and permission of department head.

**KINE 0499 • Independent Study****Fall & Spring • 1-3 Credit Hours**

Research of a problem or field of study relating to kinesiology. Material, content, credit and schedule to be arranged by the department head. Prerequisites: senior standing, 3.0 GPA in major and permission of department head.

**PSYCHOLOGY****FACULTY:**

**McDermid - Chair, Adamopoulos, A. Cole, C. Cole,  
Hackett, Huffman, Kostan & Tucker  
Health Sciences Building 241 • 417.625.9315**

**Mission**

The Psychology Department at Missouri Southern provides an education in the diverse field of Psychology. The core of the Psychology curriculum reflects the breadth of the field and exposes students to new developments, while allowing students to pursue individual academic interests. The department maintains a special emphasis on research and prepares students to effectively analyze, synthesize and present information about the science of behavior and mental processes. Our mission is to help students develop the critical thinking and communication skills they can use in their careers.

The Psychology Department offers two degrees: the Bachelor of Arts (BA) and the Bachelor of Science (BS). These degrees have the same General Education and Psychology course requirements. In addition, the BA includes an emphasis on foreign language and the BS includes an emphasis in science. Both degrees prepare students for careers that require a broad liberal arts education at the bachelor's level. Recent graduates with both degrees have entered careers in human and social services, research and business. The BA and BS degrees provide an excellent foundation for students who wish to earn advanced graduate degrees or go to professional school. Almost half of the recent graduates have entered into graduate programs.

The Psychology Department also provides courses to meet the needs of other majors. PSY 100 fulfills a General Education Requirement. Students may also earn a minor in psychology.

In order to graduate with a major in Psychology, a student must meet the following requirements:

1. Earn a 2.50 or above overall GPA.
2. Earn a 2.50 or above in the Psychology major.

**Student Organizations**

**Psychology Club** is open to all students who are interested in psychology. The club provides an informal setting for students to learn more about psychology. The club sponsors a wide variety of social and intellectual activities each semester.

**Psi Chi - The International Honor Society in Psychology** recognizes academic excellence and stimulates further scholarship. **Psi Chi** members are invited to participate in national and regional professional events. Locally, **Psi Chi** members share many activities with the Psychology Club.

**Bachelor of Science.....Major Code PY00****Psychology Major****General Education Requirements (p. 45) 46-47\*..... 43-44****Psychology Requirements ..... 47-49**

PSY 100	General Psychology *	3
PSY 205	Child and Adolescent Development (4) OR BOTH	
PSY 200	Child Development (3) AND	
PSY 201	Adolescent Development (3).....	4 or 6
PSY 320	Applied Statistics.....	3
PSY 325	Research Methods in Psychology.....	3
PSY 330	Experimental Psychology.....	5
PSY 386	Conditioning and Learning.....	3
PSY 341	Social Psychology OR	
PSY 422	Theories of Personality.....	3
PSY 390	Junior Seminar.....	2
PSY 411	Sensation and Perception OR	
PSY 415	Animal Behavior OR	
PSY 442	Physiological Psychology.....	3
PSY 432	Abnormal Psychology.....	3
PSY 443	Cognitive Psychology.....	3
PSY 481	Senior Thesis.....	3
<b>Psychology Electives**</b> .....		<b>9</b>
<b>Science***</b> .....		<b>9</b>
<b>Electives</b> .....		<b>22-25</b>
<b>Total</b> .....		<b>124</b>

\*PSY 100 satisfies major requirements and 3 hours of General Education requirements.

\*\*The Psychology elective requirement will be met by completing 9 hours of additional Psychology courses, of which 6 hours must be in upper-division courses, 300-level or above. No more than 3 hours of PSY 499 may be used to fulfill the Psychology elective requirement. PSY 200, 201 and 205 cannot be used as elective courses.

\*\*\*Additional hours of science, computer science or math that do not fulfill any other requirements. These include courses from: BIO, CHEM, MATH, GEOL, EH, PHYS and CIS.

**Minor in Psychology**

Minor Code.....PY80

PSY 100	General Psychology.....	3
PSY 320	Applied Statistics.....	3
Psychology Electives**.....		15
<b>Total</b> .....		<b>21</b>

\*\*Select with approval of a Psychology advisor.

A psychology advisor will help students with a minor in psychology to select courses appropriate to their goals.

**For additional information contact:**

**Dr. Robert McDermid  
Health Sciences 234**

417.625.9768

**mcdermid-r@mssu.edu**

**Bachelor of Arts ..... Major Code PY01****Psychology Major****General Education Requirements (p. 45) 46-47\* ..... 40-41****Psychology Requirements ..... 47-49**

PSY 100	General Psychology *	3
PSY 205	Child and Adolescent Development (4) OR BOTH	
PSY 200	Child Development (3) AND	
PSY 201	Adolescent Development (3)	4 or 6
PSY 320	Applied Statistics	3
PSY 325	Research Methods in Psychology	3
PSY 330	Experimental Psychology	5
PSY 386	Conditioning and Learning	3
PSY 341	Social Psychology OR	
PSY 422	Theories of Personality	3
PSY 390	Junior Seminar	2
PSY 411	Sensation and Perception OR	
PSY 415	Animal Behavior OR	
PSY 442	Physiological Psychology	3
PSY 432	Abnormal Psychology	3
PSY 443	Cognitive Psychology	3
PSY 481	Senior Thesis	3
<b>Psychology Electives**</b>		<b>9</b>
<b>Foreign Language (12 hours in one language)</b>		<b>12</b>
<b>Electives</b>		<b>22-25</b>
<b>Total</b>		<b>124</b>

\* PSY 100 satisfies major requirements and 3 hours of General Education Requirements. Three hours of foreign language satisfies area I of GER.

\*\*The Psychology elective requirement will be met by completing 9 hours of additional Psychology courses, of which 6 hours must be in upper-division courses, 300-level or above. No more than 3 hours of PSY 499 may be used to fulfill the Psychology elective requirement. PSY 200, 201 and 205 cannot be used as elective courses.

## COURSE DESCRIPTIONS: PSYCHOLOGY

**PSY 0100 • General Psychology****Fall & Spring • 3 Credit Hours**

Introductory course on the scientific study of behavior and mental processes. Covers research and theories in areas of psychology such as abnormal, social, learning and memory, neuroscience, and development. Fulfills a General Education Requirement (GER) for Area E2.

**PSY 0200 • Child Development****Fall & Spring • 3 Credit Hours**

The course will cover child development from conception to late childhood, including physical, cognitive, emotional, and social development. Theories and methods of child development will be discussed. Cultural and contextual aspects, including family and peer relationships will be included. Prerequisite: PSY 100 with minimum grade of 'C'. No credit will be given if PSY 205 has been completed.

**PSY 0201 • Adolescent Development****Fall & Spring • 3 Credit Hours**

The course will cover development from puberty to early adulthood, including physical, cognitive, social-emotional development and problems in development. Theories and research methodology will be included, as will adolescent development in the contexts of family, peers, and culture. Prerequisite: PSY 100 with minimum grade of 'C'. No credit will be given if PSY 205 has been completed.

**PSY 0205 • Child and Adolescent Development****Fall & Spring • 4 Credit Hours**

Various aspects of human development from conception, infancy, childhood, transience to adolescence will be examined, including physical, emotional, social and cognitive development. Emphasis will be given to theoretical framework and its practical implication. Cross cultural variety will be included wherever appropriate. Prerequisite: PSY 100 with a minimum grade of C. One hour credit will be given toward graduation if PSY 200 or PSY 201 has been completed.

**PSY 0221 • Personal Adjustment****Fall & Spring • 3 Credit Hours**

The course addresses selected principles of adjustment, ways of coping, and research of practical value. Topics include the nature and management of stress, interpersonal communication, relationship dynamics, self concept, and the connection between physical and mental health.

**PSY 0282 • Applied Behaviorism****Fall • 3 Credit Hours**

Techniques of modifying behavior through principles developed by learning psychology. Emphasis on design and implementation of behavioral strategy in the laboratory, as well as practical settings. Prerequisite: PSY 100 with a minimum grade of 'C'.

**PSY 0298 • Topics in Psychology****Demand • 1-3 Credit Hours**

Designed to give instruction in some area of Psychology not covered in other courses. Prerequisites to be determined by department.

**PSY 0310 • Educational Psychology****Fall, Spring & Summer • 2 Credit Hours**

A practical application of psychological principles to teaching. Students will learn how research is conducted in the field and how to apply those findings to topics such as intelligence, learning, memory, and motivation, in their future classrooms. Geared primarily toward education majors. Prerequisite: PSY 100 and PSY 200, 201 or 205 with a minimum grade of 'C'.

**PSY 0320 • Applied Statistics for the Behavioral and Natural Sciences****Fall & Spring • 3 Credit Hours**

The course includes descriptive and inferential statistical techniques. The analysis and interpretation of data is emphasized. Prerequisites: PSY 100 (or permission) and MATH 125, 129, 130, or 131 with a minimum grade of 'C'.

**PSY 0325 • Research Methods in Psychology****Fall & Spring • 3 Credit Hours**

This course will focus on techniques to gather scientific information in the field of psychology with an emphasis on research design, data collection, statistical analysis, and reporting of statistical results. Prerequisite: PSY 320 with a minimum grade of 'C'.

**PSY 0330 • Experimental Psychology****Fall & Spring • 5 Credit Hours**

The research process is the foundation for building and refining the knowledge base in the field of psychology. This research methods course develops and applies basic research skills including: consuming and applying existing research, conceiving of, developing, and conducting new research in a sound and ethical manner, analyzing statistical data, interpreting statistical results, and communicating research findings in a professionally acceptable manner. Prerequisite or co-requisite: PSY 325, Research Methods in Psychology.

**PSY 0341 • Social Psychology****Fall • 3 Credit Hours**

Introduction to the scientific study of social thinking (how we view ourselves and others), social influence (including conformity, persuasion, and group influence), and social relations (including prejudice, aggression, attraction, and altruism). Prerequisite: PSY 100 with a minimum grade of 'C'.

**PSY 0343 • Human Sexuality****Spring • 3 Credit Hours**

Surveys current research and theory related to human sexuality. Human sexual behavior and attitudes will be viewed from biological, psychological, historical, and cultural perspectives. Prerequisite: Junior standing.

**PSY 0386 • Conditioning and Learning****Fall & Spring • 3 Credit Hours**

This course is intended to familiarize students with the leading theories and research in the field of learning. Animal (including human) studies will be discussed. Topics include Non-Associative Learning, Classical Conditioning, Instrumental and Operant Conditioning, Stimulus Control of Responding, Punishment, Avoidance Behavior, Memory and Cognitive Processes. Pre-requisite: PSY 320 with minimum grade of 'C'.

**PSY 0390 • Junior Seminar****Fall & Spring • 2 Credit Hours**

For Junior Psychology majors. Through a combination of lectures, written assignments, guest speakers, class discussions and out-of-class activities, Junior Seminar is designed to help students clarify their career goals and determine the actions needed in order to achieve those goals. Topics relating to both career and graduate school in psychology-related fields will be addressed. Prerequisite: Junior standing.

**PSY 0411 • Sensation and Perception****Spring (Odd) • 3 Credit Hours**

This course is designed to help students understand how our sensory systems provide information about the world around us. The course focuses on the stimuli, physical sensory structures, sensory pathways, and basics of perception for our various senses. We will also discuss research used to examine how our different perceptual systems work, and will touch on differences between human sensory systems and those of other animals. Prerequisite: PSY 100 with a minimum grade of 'C' and any Biology course.

**PSY 0412 • Measurement and Evaluation in Education and Psychology****Fall & Spring • 2 Credit Hours**

Explores theories and problems of measurement and the assessment of learning. Contemporary and classical approaches to measuring achievement in the educational setting are examined. Prerequisite: PSY 310 with a minimum grade of 'C' or consent of instructor.

**PSY 0415 • Animal Behavior****Fall • 3 Credit Hours**

Over the course of the semester, we will explore the broad field of animal behavior, in a quest to understand both how and why animals do the things that they do. We will look at both proximate and ultimate explanations of behavior, and a major focus of this course will be on the variety of lab and field research that has led to our current understanding of behavior from a genetic to a population level of analysis. Prerequisites: PSY 100 with a minimum grade of 'C' and any Biology course.

**PSY 0420 • Psychology in Film****Demand • 3 Credit Hours**

An advanced course in psychology examining the use of psychological concepts in feature films. Readings will accompany each film and address the significant concepts illustrated. Specific topics will vary. Prerequisite: PSY 100 with minimum grade of 'C' and 6 additional hours of Psychology or permission from instructor.

**PSY 0422 • Theories of Personality****Spring • 3 Credit Hours**

Survey of both classical and contemporary theories of personality including assessment techniques, supportive research, and application. Prerequisite: PSY 100 with a minimum grade of 'C' and Junior standing.

**PSY 0432 • Abnormal Psychology****Fall & Spring • 3 Credit Hours**

Recognition and classification of the systems of mental disorders, specifying causes and possible therapeutic techniques. Theoretical and practical perspectives presented on a wide range of behaviors that have traditionally been viewed as abnormal. The course includes historical and present-day perspectives, including biological, psychosocial, cognitive, behavioral, and socio-cultural views. Both causal factors and treatment considerations will be discussed. Prerequisite: PSY 100 with a minimum grade of 'C'.

**PSY 0435 • Clinical Psychology****Fall • 3 Credit Hours**

Survey of history, current methods, guild issues, and future developments of clinical practice. Seminar format with considerable student participation. Prerequisites: Junior standing and 15 hours of Psychology with minimum grades of 'C'.

**PSY 0442 • Physiological Psychology****Spring (Even) • 3 Credit Hours**

Over the course of the semester, we will explore the structure and function of the nervous system from the individual neuron to the behavior of the organism. The biological basis of major psychological topics like movement, sleep, sensation, sexual behavior, and abnormal behavior will be examined from an ontogenetic and phylogenetic perspective, with a special focus on psychopharmacology. Pre-requisite: PSY 100 with a minimum grade of 'C' and any Biology course.

**PSY 0443 • Cognitive Psychology****Fall & Spring • 3 Credit Hours**

A course covering the methods, theory, empirical research results, and applications of research in cognitive psychology, which is concerned with the scientific study of the mind. Topics include perception, attention, memory, knowledge representation, language, and decision making. Prerequisites: Junior standing or above and 9 hours of Psychology courses with a minimum grade of 'C'.

**PSY 0481 • Senior Thesis****Fall & Spring • 3 Credit Hours**

Capstone course for Psychology majors. Students design and conduct individual research projects on psychological topics. Projects include a review of the relevant scholarly literature, collection of data, analysis of data, and interpretation of results. Students communicate their research in both an APA-format research report and an oral presentation. Prerequisites: PSY 330 with a minimum grade of 'C' and Senior standing.

**PSY 0498 • Advanced Topics in Psychology****Demand • 1-3 Credit Hours**

Designed to give advanced instruction in some area not covered in other courses. For upper division majors. Prerequisites to be determined by department.

**PSY 0499 • Independent Study****Demand • 1-3 Credit Hours**

Course structured by advisor with approval of department chair. Prerequisite: Advanced standing in major field. Registration must be approved by advisor and department head.

## TEACHER EDUCATION

### FACULTY:

**TBA - Chair, Cozens, Craig, Day, Edwards, Faine, Freeman, Gallemore, Hackett, Hicklin, Locher, Overdeer, Spencer**  
**Taylor Hall 232 • 417.625.9309**

The mission of the Teacher Education Department is to develop reflective educators for a global society

### Vision

The MSSU Teacher Education faculty and staff are dedicated to developing competent teachers who will incorporate into their classrooms a strong foundation of knowledge and pedagogy; a lifelong love of teaching and learning; and motivation to improve practice through reflection, self-study and professional development. It is our goal to assure that all candidates become ethical classroom practitioners, cognizant of the need to help all students meet their full learning potential.

All Teacher Education programs have been approved by the Missouri Department of Elementary and Secondary Education (DESE) and accredited by the National Council for the Accreditation of Teacher Education (NCATE).

### Program Objectives

Objectives for all programs in Teacher Education can be found in the Teacher Education Program Policy Handbook for Faculty and in the Teacher Education Program Policy Handbook for Students. Objectives for the student teaching program can be found in the Policy Handbook for Student Teachers, Cooperating Teachers and University Supervisors.

### Teacher Education

The descriptions of the Teacher Education programs and the requirements that are listed for each program in Teacher Education in this catalog are subject to change during the period that this catalog is in use as required by external agencies. As changes are made by the State Department of Elementary and Secondary Education (DESE), legislative and regulatory bodies and accrediting agencies; candidates in the program will be alerted through the advising process. Teacher Education candidates are responsible for their programs of study. They are encouraged to obtain degree plan sheets for the program they are pursuing and work closely with their advisors.

Eligibility for current certification is a requirement for graduation. Transfer students with a Missouri Associate of Arts degree will need to meet several MSSU General Education Requirements. The Assistant Teacher Certification Officer, Taylor Hall 222, must complete a transcript evaluation as the core is not automatically complete for certification.

The Teacher Education Program consists of the Teacher Education Department and Conceptual Framework Committee, the Teacher Education Council and CAEP sub-committees. The Teacher Education Department oversees all Teacher Education programs and is specifically responsible for the elementary education program grades 1 through 6; early childhood education program, birth through grade 3; middle school program, grades 5 through 9; special education programs, grades K through 12.

The Dean of the School of Education is the chief spokesperson for the Teacher Education program and in this capacity is the chief administrator responsible for the Teacher Education programs. The Dean serves under the direction of the President of the University and the Vice President for Academic Affairs.

The Teacher Education Program is based on a conceptual framework that defines the role of the teacher as a reflective decision maker. In this role, the teacher must make decisions about pedagogical design and lesson design. Our conceptual framework creates teachers who can think critically, formulate decisions related to the multiple roles of teaching for its successful achievement and develops reflective educators for a global society. An extension of the role of the teacher as a reflective decision maker includes the teacher as a practitioner, lifelong learner, researcher, provider of service and change agent.

Central to the preparation for teaching is the conceptual framework, composed of professional knowledge, skills and dispositions that have been gathered from research, reported effective practices, from learned societies in such areas as human growth and development, learning theory, assessment, cultural diversity and special needs, curriculum content, psychological, sociological, historical and philosophical foundations, principles of effective instruction and school effectiveness.

The Professional Dispositions recognized by the MSSU Teacher Education Department consist of the following four areas: Disposition Toward Self, Disposition Toward Others, Perception of Purpose and Frame of Reference.

In order to be an effective educational decision maker, the teacher must possess certain knowledge, cognitive abilities and pedagogical skills. These are included in the following 9 standards:

1. The teacher candidate understands the central concepts, structures, and tools of inquiry of the discipline(s) and creates learning experiences that make these aspects of subject matter meaningful and engaging for students.
2. The teacher candidate understands how students learn, develop, and differ in their approaches to learning. The teacher candidate provides learning opportunities that are adapted to diverse learners and support the intellectual, social, and personal development of all students.
3. The teacher candidate recognizes the importance of long-range planning and curriculum development. The teacher candidate develops, implements, and evaluates curriculum based upon standards and student needs.
4. The teacher candidate uses a variety of instructional strategies to encourage students' critical thinking, problem solving, and performance skills including instructional resources.
5. The teacher candidate uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive active engagement in learning, positive social interaction, and self-motivation.
6. The teacher candidate models effective verbal, nonverbal and media communication techniques with students and parents to foster active inquiry, collaboration, and supportive interaction in the classroom.
7. The teacher candidate understands and uses formative and summative assessment strategies to assess the learner's progress, uses assessment data to plan ongoing instruction, monitors the performance of each student, and devises instruction to enable students to grow and develop.
8. The teacher candidate is a reflective practitioner who continually assesses the effects of choices and actions on others. The teacher actively seeks out opportunities to grow professionally in order to improve learning for all students.
9. The teacher candidate has effective working relationships with students, parents, school colleagues, and community members.

### Admission to the Teacher Education Program

After the candidate declares a major in Teacher Education, two levels of admission to the Teacher Education Program exist.

The first level is application for tentative formal admission, which may be after the candidate has declared a teacher education major and successfully com-

pleted 55 semester hours of prescribed course work. See the Department of Teacher Education for application deadlines for fall and spring semester.

Students must have tentative formal admittance before courses can be taken in professional education. Courses with an EDUC prefix cannot be taken until the Junior Block (EDUC 321, 329, & 423) has been completed. EXCEPTIONS: EDUC 100, EDUC 280, and EDUC 302 or 304, should be taken prior to the Junior Block. EDUC 301 must be taken before or concurrently with the Junior Block. EDUC 316, EDUC 323, EDUC 340, EDUC 348, EDUC 422 and EDUC 430 may be taken concurrently with the Junior Block classes.

Qualifications for tentative formal admission include the following:

1. Complete and submit an online application.
2. Have a cumulative GPA of 2.75 in all course work. All candidates in education must maintain a cumulative GPA of 2.5 (3.0 for those graduating in spring of 2017 or later) in their teaching areas, e.g., art, mathematics, elementary education, etc. Additional department/content requirements may apply.
3. Pass all sections of the state required entrance exam (previously the C-Base, currently MoGEA). This test is not required of post baccalaureates.
4. Have a composite ACT enhanced score of 20 (for candidates with an SAT score see the department of Advising, Counseling and Testing Services for conversion).
5. Applicants who have been convicted of a misdemeanor or felony, including a suspended imposition of sentence (SIS) must identify themselves by so indicating on the application for admission form. Upon identification the candidate will need to make certain documents and information available to the Admissions and Retention Committee of the Teacher Education Program, i.e., conviction status, probation information, and recommendations from court and public officials associated with the conviction. This process must be repeated when application is made for student teaching. There is a process that must be followed before consideration is given for certification in the State of Missouri. Failure to identify one-self will cause the candidate to be immediately removed from the program.
6. Request a faculty recommendation form completed and submitted electronically by an MSSU faculty member.
7. Complete the Missouri Educator Profile (MEP) Assessment.

Attendance is required at a junior block orientation meeting. This orientation is held the week prior to classes beginning the junior block semester. When candidates attain these qualifications, they will receive tentative formal admission to the Teacher Education program and subsequent notification.

The second level is formal admission, which is granted after the candidate successfully completes the eight credit hour Junior Block: EDUC 321, Micro-teaching; EDUC 329, Pedagogical Theory, Methods and Practices; and EDUC 423, Classroom Management. The candidate must be recommended by the instructors of these courses.

The candidate must maintain a cumulative GPA of 2.75. If at any point in the program a candidate's GPA drops below accepted levels, the candidate will be dismissed from the teacher education program.

Grades below a 'C' in professional education courses will not be accepted for the degree requirements in teacher education. Candidates seeking certification in elementary education, middle school education, secondary education, special education and early childhood education must have a grade of 'C' or better in each of the courses in these certification areas.

The following list are courses at MSSU that must have a grade no lower than a 'C'. The Department of Elementary and Secondary Education (DESE) classifies these courses under professional requirements as foundations of teaching, teaching methods, elementary school courses and clinical experiences.

#### A) ALL "EDUC" prefix classes

#### B) Psychology classes:

PSY 100	General Psychology
PSY 200	Child Development
PSY 201	Adolescent Development
PSY 205	Child/Adolescent Development
PSY 310	Educational Psychology
PSY 412	Measurement & Evaluation in Educ. & Psychology

#### C) Elementary Education Requirements:

GEOG 101 OR GEOG 211	.....	3
ECON 101	Economics of Social Issues	3
MATH 119	Math for Elementary Teachers I	3
MATH 120	Math for Elementary Teachers II	3
ENG 325	Children's Literature	3
ART 220	Art for the Elementary School Teacher	2
MUS 332	Music for the Elementary School	2
KINE 311	Physical Education for the Elementary School	2
KINE 370	School Health Education	3

Candidates qualifying for formal admission to the program will be notified in writing. The date of formal admission will be entered on the candidate's record by the Registrar. Candidates who have not met the criteria will also be notified and corrective measures suggested.

#### Admission to Student Teaching

After completion of EDUC 329, Pedagogical Theory, Methods and Practices, but before the professional semester, candidates in early childhood education, elementary education, middle school education and special education take approximately 26 or more hours of work in professional education and in a teaching specialty. During this time, the candidate must maintain a cumulative GPA of 2.75 or better and a GPA of 2.5 or better in the teaching specialty. The candidate must earn a 'C' or better in all professional education courses and must retake courses in which a grade lower than 'C' is earned. Additional department/content requirements may apply. The candidate is expected to maintain those personal and professional requirements that were met as part of the admission requirements to teacher education. Requirements that must be met prior to admission to student teaching are:

1. Be fully admitted to the teacher education program.
2. Have a cumulative GPA of 2.75.
3. Have all previous course work completed at the time of student teaching.
4. Have a completed application for student teaching on file at least one semester prior to the student teaching semester.
5. Have a grade of 'C' or better in each professional education course.
6. Have an approved typewritten autobiography on file. The autobiography must consist of two or more paragraphs.
7. Submit portfolio for initial assessment by assigned teacher education advisor.
8. Show proof of liability coverage as required by the Department of Teacher Education.
9. Background check verification from the approved agency or a current substitute certificate.

The student teaching program is designed for candidates who have met all of the requirements for student teaching at Missouri Southern State University. Attendance is required at a student teaching orientation the semester prior to student teaching. This orientation is held the second week of the semester. Attendance is also required at student teaching seminars. These seminars are held during the student teaching semester.

**Note:** In accordance with Mo. Rev. Stat. 168.400 (2005) and Mo. Code Regs. 5 CSR 80-805.40. Alternative clinical practice in lieu of conventional student teaching. Candidates must see the Teacher Education Certification Officer for eligibility requirements. All other university and departmental requirements for graduation still apply.

### Graduation Requirements

In order to graduate from the Teacher Education Program, the candidate must successfully complete the following exit requirements, in addition to all other academic requirements of the University:

1. Demonstrate mastery of pedagogical knowledge and skills included in the 9 standards which are required of all teacher education students.
2. Submit a portfolio of the candidate's work in the teacher education program for faculty assessment.
3. Have a cumulative GPA of 2.75 or higher.
4. Have a cumulative GPA of 2.5 or higher in the content area. NOTE: For those graduating in the spring of 2017 the cumulative content GPA will be 3.0 and the cumulative professional education GPA will be 3.0. Additional department/content requirements may apply.
5. Pass the Missouri Content Assessment Exam in the major area or areas.
6. Successfully complete student teaching requirements.
7. Complete the exit interview.
8. Clear the state required background check.
9. Be eligible for current Missouri teacher certification.

### Advisement

Advisors will be assigned to candidates following admission to the University. For those without advisors, freshmen with declared majors in teacher education will have a Teacher Education advisor assigned as part of EDUC 100, Introduction to Teacher Education I and sophomores declaring a major in teacher education will be assigned advisors in EDUC 280, Foundations of Education in a Global Society. In addition, all secondary Teacher Education majors will have advisors in their teaching specialty area, due to the many specific course requirements and entrance and exit requirements for Teacher Education. Effective academic advisement is a partnership, with advisees taking responsibility for course work and degree completion.

All students who enter Missouri Southern as freshmen teacher education candidates are strongly recommended to take EDUC 100, Introduction to Teacher Education I, during their freshman year.

### Psychology Requirements

All teacher education majors must take PSY 310 Educational Psychology. \*\*Beginning with Fall 2017 graduates and beyond students must take PSY 205 or PSY 200 and PSY 201.

**Elementary Education** candidates (grades 1 through 6) and early childhood education candidates (birth through grade 3) must take PSY 100 General Psychology and PSY 200 Child Development. \*\* See above.

**Middle school education** candidates (grades 5 through 9), must take PSY 100 General Psychology and PSY 205 Child/Adolescent Development.

K-12 candidates, including special education candidates (grades K through 12), music education candidates (grades K through 12), art education candidates (grades K through 12), physical education candidates (grades K through 12) and foreign language education candidates (grades K through 12) must take PSY 100 General Psychology and PSY 205 Child/Adolescent Development.

**Secondary** education candidates in business education, English education, mathematics education, social studies education, speech/theatre education, cat-

egorical science or unified science education must take PSY 100 General Psychology and PSY 201 Adolescent Development. See Psychology requirements.

### Certification

Candidates majoring in elementary education, elementary education/early childhood education, elementary education/ special education, middle school education, secondary education or K-12 education, who successfully complete the requirements for this degree will be recommended to the Department of Elementary and Secondary Education for the Initial Professional Certificate (IPC). This is a probationary certificate that is granted for four years. Additional certification is granted by the Missouri Department of Elementary and Secondary Education. Candidates with degrees from MSSU or another institution who wish to be certified in the State of Missouri must meet all of the requirements that are set forth in this catalog for the BSE degree. All programs are designed to exceed minimal requirements for certification.

### Exceptions to the General Education Requirements:

Elementary education majors must complete GEOL 210/212.

### Physical Education Requirements

All teacher education candidates must meet the General Education Requirements with the exception of elementary education, early childhood education or special education candidates. These candidates are not required to take KINE 103 Lifetime Wellness. In place of this course, these teacher education candidates are required to take KINE 370, School Health Education and KINE 311, Physical Education for the Elementary School.

## Bachelor of Science in Education (BSE) - Elementary Education

### Area of Concentration

Candidates who elect elementary education (grades 1 through 6) as their teaching area must complete an area of concentration consisting of a minimum of 21 hours. This requirement may be met in one of two ways as follows:

**Option 1:** A collection of 21 hours of approved courses in an area of study, including art, English/language arts, mathematics, music, science, social studies, speech/theatre or other approved areas in which the state of Missouri offers certification.

**Option 2:** An added certification in an area of study, such as early childhood education (birth-grade 3), special education (K-12). A course of study for these certificates is available in the Teacher Education Department Office. The elementary professional education sequence (1-6) must be followed along with the selected area of the added certificate.

## K-12 Special Education • Option Two

Major Code.....EE03

EDUC 304	The Exceptional Student.....	3
EDUC 348	Transition Services.....	2
EDUC 410	Teaching Mild/Moderate: Cross-Categorical Classroom K-12.....	3
EDUC 420	Introduction to Counseling .....	3
EDUC 430	Language Development for Exceptional Children .....	3
EDUC 446	Practicum in Special Education.....	2
EDUC 474	Educational-Psychological Testing in Special Education.....	3
EDUC 444	Student Teaching Special Education.....	10
PSY 205	Child and Adolescent Development .....	4

## 1-6 Elementary Professional Education Option One

General Education Requirements (p. 45) .....46-47**	
MATH 119	Math for Elementary Teachers I** ..... 3
MATH 120	Math for Elementary Teachers II ..... 3
ENG 325	Children's Literature ..... 3
ART 220	Art for the Elementary School Teacher ..... 2
MUS 332	Music for the Elementary School ..... 2
KINE 311	Physical Education for the Elementary School ..... 2
KINE 370	School Health Education ..... 3
PSY 200	Child Development ..... 3
PSY 310	Educational Psychology ..... 2
EDUC 100	Introduction to Teacher Education* I ..... 1
EDUC 280	Foundations of Education in a Global Society** ..... 3
EDUC 301	Technology in Education*** ..... 3
EDUC 304	The Exceptional Student ..... 3
EDUC 311	Science in the Elementary School ..... 3
EDUC 312	Teaching Mathematics in the Elementary School ..... 3
EDUC 322	Teaching Social Studies in Elem. & Middle School ..... 3
EDUC 329	Pedagogical Theory, Methods and Practices ..... 4
EDUC 321	Microteaching ..... 2
EDUC 423	Classroom Management ..... 2
EDUC 340	Language Arts ..... 2
EDUC 342	Developmental Reading: Elementary ..... 3
EDUC 343	Content Area Literacy: Elementary ..... 3
EDUC 432	Critical Issues in Education ..... 2
EDUC 470	Diagnostic & Remedial Reading ..... 3
Elective @@	..... 4-6
EDUC 442	Student Teaching - Elementary ..... 10

\* EDUC 100 recommended, not required.

\*\*EDUC 280 satisfies 3 hours of Area I. MATH 119/120 satisfies Area C. MATH 125 or higher satisfies MATH 119 requirement. ECON 201 or 202 will substitute for ECON 101. For transfer or change of major students only.

\*\*\*EDUC 301 satisfies department computer literacy requirement.

@@Elementary Education (Option 1) candidates are required to take a total of two classes (4-6 hrs) from either the area of concentration or Upper Division School of Education (Teacher Education, Psychology or Kinesiology).

## B-3 Early Childhood Education • Option Two

Major Code.....EE01

PSY 200	Child Development ..... 3
EDUC 316	Foundations, Issues, & Trends in Early Childhood Education ..... 3
EDUC 318	Early Childhood Curriculum and Learning ..... 3
EDUC 319	Practicum I in Early Childhood Education ..... 2
EDUC 323	Building Family and Community Relationships ..... 3
EDUC 342	Developmental Reading: Elementary ..... 3
EDUC 408	Assessment & Practicum Early Childhood ..... 4
EDUC 442	Student Teaching Elementary ..... 10

## K-12 TESOL • Option Two

Major Code.....EE04

EDUC 387	Grammar for Pedagogical Purposes OR
ENG 301	Introduction to English Linguistics ..... 3
EDUC 380	Theories Teaching English as a Second Lang. .... 3
EDUC 381	Teaching in a Multicultural Society ..... 3
EDUC 422	Content Area Literacy: Secondary & Middle School ..... 3
EDUC 480	Methods & Techniques for TESOL ..... 3
EDUC 481	Material Development and Assessment for TESOL ..... 3
EDUC 482	Practicum for Teaching English to Speakers of Other Languages ..... 3
Approved TESOL Elective	..... 3

## Bachelor of Science in Education • Middle School

Candidates who elect middle school (grades 5-9) as their major must complete the required courses for a single or dual certification. The curriculum for these areas is a joint effort by the departments of teacher education and the teaching specialty.

## 5-9 Middle School Professional Education

General Education Requirements (p.45) .....46-47**	
MATH 119	Math for Elementary Teachers I** ..... 3
MATH 120	Math for Elementary Teachers II** ..... 3
PSY 205	Child/Adolescent Development ..... 4
PSY 310	Educational Psychology ..... 2
PSY 412	Measurement & Evaluation in Education & Psychology ..... 2
EDUC 100	Introduction to Teacher Education I* ..... 1
EDUC 280	Foundations of Education in a Global Society** ..... 3
EDUC 301	Technology in Education*** ..... 3
EDUC 302	The Exceptional Child OR
EDUC 304	The Exceptional Student ..... 2-3
1-2 content area methods courses ..... 3-6 (EDUC 333, 334, 336, 339, 340, 344)	
EDUC 321	Microteaching ..... 2
EDUC 329	Pedagogical Theory, Methods and Practices ..... 4
EDUC 423	Classroom Management ..... 2
EDUC 342	Developmental Reading: Elementary ..... 3
EDUC 412	Middle School Philosophy Organization and Curriculum ..... 2
EDUC 413	Methods of Teaching Students in the Middle Grades ..... 2
EDUC 422	Content Area Lit I: Secondary/Middle School ..... 3
EDUC 424	Content Area Lit II: Secondary/Middle School ..... 3
EDUC 432	Critical Issues in Education ..... 2
EDUC 452	Student Teaching-Middle School ..... 10

\* EDUC 100 recommended, not required.

\*\*EDUC 280 satisfies 3 hours of Area I. MATH 119 and MATH 120 satisfies Area C. MATH 125 or higher satisfies MATH 119 requirement. ECON 201 or 202 will substitute for ECON 101.

\*\*\*EDUC 301 satisfies department computer literacy requirement.

Core and department requirements for the middle school professional education courses total 100/101 hours. The number of hours added to this core depends on the content areas chosen. The possible choices are listed below.

## Dual Certification

### Dual Certification

EM00	Social Studies/English
EM01	English/Business
EM02	Business/Social Studies
EM05	English/Math
EM06	English/Science
EM10	Math/Business
EM12	Math/Speech & Theater
EM13	Social Studies/Math
EM14	Science/Math
EM15	Science/Business
EM17	Social Studies/Science
EM18	Speech & Theater/English
EM19	Speech & Theater/Science
EM 20	Speech & Theater/Social Studies

### Single Certification

EM 21	Math
EM 22	Communication Arts/English
EM 23	Science
EM 24	Social Studies

## Bachelor of Science in Education Secondary Education or K-12

The curriculum for secondary education is a joint effort of each department supporting a teaching specialty area and the Teacher Education Department.

The candidate who desires to teach in a secondary school may choose to become qualified in a single teaching field with a high degree of specialization. Specialties available for secondary and K-12 school teaching are:

1. Art K-12
2. Biology 9-12
3. Business Education 9-12
4. Chemistry 9-12
5. English 9-12
6. French K-12
7. Mathematics 9-12
8. Music K-12 (Vocal and/or Instrumental)
9. Physical Education K-12
10. Physics 9-12
11. Social Sciences 9-12 (emphasis in History, Political Science or Sociology)
12. Spanish K-12
13. Speech/Theatre 9-12
14. Unified Science 9-12 (emphasis in Biology, Chemistry or Physics)

For content area requirements please see the respective degree program in catalog.

### Plan A: (Double Teaching Field)

Plan A is intended for those who desire to qualify as teachers in two different secondary content areas. Plan A is not available in all specialty areas. Please see your department/content area for advisement. Each area requires a minimum of 30 semester hours of specific course work which must meet Missouri State Department of Elementary and Secondary Education requirements.

### Plan B: (Single Teaching Field)

Plan B is intended for persons who wish to concentrate teacher preparation in one subject matter area only. Forty or more semester hours are required in the subject matter area or related supporting courses listed in this catalog by department.

### The Teaching Specialty for Secondary Education K-12/9-12

Candidates in secondary education must meet the same General Education Requirements as all MSSU students. Depending on the teaching specialty, these candidates will differ in the order in which they take the General Education Requirements. Each specialty area has a sequence of courses for the teaching specialty. Candidates should refer to the catalog under the teaching specialty.

## K-12 Professional Education Courses

PSY 205	Child/Adolescent Development .....	4
PSY 310	Educational Psychology .....	2
EDUC 100	Introduction to Teacher Education I* .....	1
EDUC 280	Foundations of Education in a Global Society** .....	3
EDUC 301	Technology in Education*** .....	3
EDUC 304	Exceptional Student**** .....	3
EDUC 321	Microteaching .....	2
EDUC 329	Pedagogical Theory, Methods and Practices .....	4
EDUC 335, 345	(Methods Course) .....	2
EDUC 412	or 420 or PSY 412 (Elective) .....	2-3
EDUC 422	Content Area Lit I: Secondary and Middle School .....	3
EDUC 423	Classroom Management .....	2
EDUC 432	Critical Issues .....	2
EDUC 464	Student Teaching K-12 .....	10

\*EDUC 100 recommended, not required.

\*\*EDUC 280 satisfies 3 hours of Area I.

\*\*\*EDUC 301 satisfies department computer literacy requirement.

\*\*\*\*K-12 Physical Education candidates take EDUC 302 Exceptional Child, 2 cr. hrs.

## 9-12 Secondary Professional Education Courses

PSY 201	Adolescent Development .....	3
PSY 310	Educational Psychology .....	2
EDUC 100	Introduction to Teacher Education I* .....	1
EDUC 280	Foundations of Education in a Global Society** .....	3
EDUC 301	Technology in Education*** .....	3
EDUC 302	Exceptional Child .....	2
EDUC 321	Microteaching .....	2
EDUC 329	Pedagogical Theory, Methods & Practices .....	4
EDUC 330, 332, 333, 334, 336, 339, 344	(Methods Course) .....	2-3
EDUC 412	or 420 or PSY 412 (Elective) .....	2-3
EDUC 422	Content Area Lit I: Secondary and Middle School .....	3
EDUC 423	Classroom Management .....	2
EDUC 424	Content Area Lit II: Secondary and Middle School .....	3
EDUC 432	Critical Issues .....	2
EDUC 462	Student Teaching Secondary Education .....	10

\* EDUC 100 recommended, not required.

\*\*EDUC 280 satisfies 3 hours of Area I.

\*\*\*EDUC 301 satisfies department computer literacy requirement.

### Graduate Program

For information about master's degree programs, please contact the School of Education, 417-625-9314 or refer to the MSSU Graduate website at [mssu.edu/graduate](http://mssu.edu/graduate).

## COURSE DESCRIPTIONS: TEACHER EDUCATION

### EDUC 0100 • Introduction to Teacher Education I Fall & Spring • 1 Credit Hour

An orientation to teacher education required for freshmen who select elementary or secondary education as their major field. Intended to help clarify decisions about education as a major and career choice. Concepts covered include: teaching as a career, teacher preparation, employment prospects, educational funding and technology in education.

### EDUC 0200 • Introduction to Teacher Education II Demand • 1 Credit Hour

An extension of EDUC 100. Classroom experiences emphasized as well as the conditions for teaching. A 15 clock hour, field-based component is included.

### EDUC 0280 • Foundations of Education in a Global Society Fall & Spring • 3 Credit Hours

An introduction to and orientation class for all Teacher Education Programs and is required for all teacher education majors. As an International General Education Requirements course, it examines and compares the policies and practices of educational systems in countries throughout the world with those in the United States, to develop an understanding and appreciation of the historical, philosophical, political and financial aspects of education in a pluralistic, diverse society. A 32 clock hour field based component of American diversity in Southwest Missouri is included. Requires background check. Prerequisites: ENG 101 & ENG 102 or ENG 111.

### EDUC 0301 • Technology in Education Fall & Spring • 3 Credit Hours

A study designed to explore the role of technology in education with a special emphasis on technology as a tool in teaching and learning. The course will also examine a variety of technologies as well as strategies for the integration of these technologies into instruction. Specific technologies addressed will be subject to change as technology and its application to education continue to evolve. Prerequisite: Must be taken prior to or concurrently with the Junior Block. Required of all teacher education majors.

**EDUC 0302 • The Exceptional Child****Fall & Spring • 2 Credit Hours**

Designed for 5-9 Middle School, K-12 Physical Education and 9-12 Secondary majors and will include a series of awareness experiences dealing with the added complexities an exceptional student presents to a regular classroom teacher. This course emphasizes methods of meeting the diverse educational needs of today's secondary students through techniques of teaching, unit construction and daily planning. Includes characteristics of the exceptional student, resources in the community and legislation that determines school policy. Prerequisite: PSY 100, take prior to or concurrent with Junior Block.

**EDUC 0304 • The Exceptional Student****Fall, Spring & Demand • 3 Credit Hours**

Designed for 1-6 Elementary, 5-9 Middle School and K-12 Art, Music, Foreign Language, ECE, TESOL and Special Education majors. A series of awareness experiences dealing with the added complexities an exceptional child presents to K-12 regular and special education teachers. This course emphasizes methods of meeting the diverse educational needs of today's K-12 students through techniques of teaching, unit construction and daily planning. Includes characteristics of the exceptional child, resources in the community and legislation which determines school policy. Prerequisite: PSY 100; take prior to or concurrent with Junior Block classes.

**EDUC 0311 • Science in the Elementary School****Fall, Spring & Demand • 3 Credit Hours**

Designed to help students (1) comprehend the basic notion of science and how children go about learning science, (2) develop materials suitable for demonstration, discovery and inquiry lessons and (3) develop the instructional skills necessary to achieve the first two goals. Prerequisites: Courses in biological and physical sciences and completion of Junior Block.

**EDUC 0312 • Teaching Mathematics in the Elementary School****Fall & Spring • 3 Credit Hours**

Application of principles of learning and techniques of presentation. Techniques for diagnosis and remediation are treated as they relate to the elementary classroom. Includes a 32 clock-hour practicum. Prerequisite: MATH 119 and completion of Junior Block.

**EDUC 0316 • Foundations, Issues and Trends in Early Childhood Education****Fall & Spring • 3 Credit Hours**

A survey course designed to acquaint the prospective teacher of young children with the historical, philosophical, psychological and social foundations of early childhood education; current trends and issues associated with early childhood programming; consequent role expectations of prospective teachers and field experiences with programs for young children with diverse needs. Prerequisite: Junior standing or instructor permission.

**EDUC 0318 • Early Childhood Curriculum and Learning****Spring • 3 Credit Hours**

Fundamentals of curriculum and learning for young children with special emphasis on: developing literacy and positive relationships and supportive interactions; using effective approaches, strategies and tools; understanding the importance, central concepts, inquiry tools and structures of content areas or academic disciplines; and incorporating resources to design, implement and evaluate experiences that promote positive outcomes for young children. Prerequisites: Junior Block and EDUC 316. Must be taken concurrently with EDUC 319.

**EDUC 0319 • Practicum I in Early Childhood Education****Spring • 2 Credit Hours**

Supervised teaching of three to five-year-olds in the MSSU Child Development Center for a minimum of 64 clock hours. Candidates will design and implement the following: small group, large group and individual learning experiences, develop appropriate materials for children's use and practice appropriate teaching and guidance strategies for young children. Prerequisite: Junior Block and EDUC 316. Must be taken concurrently with EDUC 318.

**EDUC 0321 • Microteaching****Fall & Spring • 2 Credit Hours**

A required part of Education 329. Short teaching episodes are prepared, taught and analyzed via video-tape. The basic concern is with the demonstration of effective teaching skills as enumerated in the outline. Must be taken concurrently with EDUC 329 and EDUC 423. Tentative admission to Teacher Education.

**EDUC 0322 • Teaching Social Studies in Elementary****Fall & Spring • 3 Credit Hours**

An introduction to the instructional materials and methods of teaching social studies in the elementary and middle school. Prerequisite: Junior Block.

**EDUC 0323 • Building Family and Community Relationships****Spring • 3 Credit Hours**

To acquaint the teacher candidate with (1) the complex characteristics and concerns of children's families and their communities; (2) ways to support, empower and link families with key community resources appropriate for specific purposes; (3) strategies to involve families and communities in their children's development and learning through respectful, reciprocal relationships. Lecture, field trips and field experiences. Prerequisite: Junior standing or instructor permission.

**EDUC 0329 • Pedagogical Theory, Methods and Practices****Fall & Spring • 4 Credit Hours**

Examines the theoretical basis for the decision making model of the teacher education program. Provides the methodological basis for making pedagogical decisions concerning lesson design, identification of learning styles and assessment techniques. Microteaching provides an opportunity to practice methods and techniques for teaching. Thirty-two hours of junior internship in the elementary, middle and secondary school classroom provides an opportunity to refine theory into practical applications. Must be taken concurrently with EDUC 321 and EDUC 423. Tentative admission into Teacher Education. Prerequisite: EDUC 280.

**EDUC 0332 • Teaching English and Language Arts in Secondary School****Fall & Spring • 3 Credit Hours**

Provides an introduction to the instructional materials and methods of teaching English and language arts in the Secondary School. Prerequisite(s): Recommend concurrent enrollment with Junior Block. Must be taken prior to professional education semester.

**EDUC 0333 • Teaching Science in Secondary School****Fall • 3 Credit Hours**

An introduction to the instructional materials and methods of teaching science. Prerequisite(s): Recommend concurrent enrollment with Junior Block. Must be taken prior to professional education semester.

**EDUC 0334 • Teaching Social Studies in Middle and High School****Fall • 3 Credit Hours**

A required education course which is an introduction to the instructional planning, materials, philosophy, rationale and methods of teaching Social Studies. Prerequisite(s): Recommend concurrent enrollment with Junior Block. Must be taken prior to professional education semester.

**EDUC 0335 • Teaching Music in Secondary School****Spring • 2 Credit Hours**

An introduction to the instructional planning, materials and methods of teaching music. Prerequisite(s): Recommend concurrent enrollment with Junior Block. Must be taken prior to professional education semester.

**EDUC 0336 • Teaching Business in Secondary School****Fall, Spring & Summer • 3 Credit Hours**

Prepares students as teachers of business and marketing education by assisting in the development of instructional methods and techniques for facilitating student-oriented learning. For business education majors only. Taught online cooperatively with Northwest Missouri State University, University of Central Missouri, and Southeast Missouri State University. Must see Business Education advisor before enrolling.

## **COURSE DESCRIPTIONS: TEACHER EDUCATION (CONT)**

### **EDUC 0339 • Teaching Mathematics in Secondary School** **Fall • 3 Credit Hours**

An introduction to the instructional planning, materials and methods of teaching mathematics. Includes brief survey of the history of algebra and trigonometry. Prerequisite(s): Recommend concurrent enrollment with Junior Block. Must be taken prior to professional education semester.

### **EDUC 0340 • Language Arts** **Fall, Spring & Demand • 2 Credit Hours**

A foundations course for the development of understanding the attitudes necessary to teach written and oral communication at the elementary and middle school level. Must be taken concurrently with Junior Block.

### **EDUC 0342 • Developmental Reading: Elementary** **Fall & Spring • 3 Credit Hours**

Explore, study and apply a variety of reading strategies that provide understanding of effective, current text-based and experience-based teaching practices; review and compile information from journals/literature which includes research, ideas, trends, methods and experiences relevant to developmental reading; evaluate various reading approaches and programs; construct reading enrichment materials; and develop an attitude that will positively affect the self-concept of children with diverse learning styles, abilities, backgrounds and attitudes as they learn to read. Includes practicum. Prerequisite: Junior Block.

### **EDUC 0343 • Content Area Literacy: Elementary** **Fall, Spring & Summer • 3 Credit Hours**

Expand and extend the knowledge base acquired from Introduction to Developmental Reading; explore, study, apply and assimilate new learning about effective reading/study-skill strategies appropriate to the development and needs of the elementary-school population; design and construct enrichment materials to enhance reading in the content areas; develop knowledge on assessing elementary students' needs, plan instruction based on those needs and select appropriate and effective reading/study-skills instruction strategies; and focus on the importance of recreational reading as a lifetime habit. Includes practicum. Prerequisite: EDUC 342, concurrently with EDUC 470.

### **EDUC 0344 • Teaching Speech and Theatre in Secondary School** **Spring & Demand • 2 Credit Hours**

Techniques, methods and course content used in teaching speech and theatre. Prerequisite(s): Recommend concurrent enrollment with Junior Block. Must be taken prior to professional education semester.

### **EDUC 0345 • Teaching Foreign Language in PK-12** **Fall • 3 Credit Hours**

An introduction to the instructional materials and the methodology used in the teaching of foreign languages in PK-12. Prerequisite(s): Recommend concurrent enrollment with Junior Block. Must be taken prior to professional education semester.

### **EDUC 0348 • Transition Services** **Spring • 2 Credit Hours**

A coordinated set of activities for a student designed within an out-come-oriented process that promotes movement from school to post-school activities, including post-secondary education, vocational training, integrated employment, continuing and adult education, adult services, independent living or community participation. Study of coordinated activities, including instruction, community experiences, employment and other post school adult living objectives. Prerequisite: EDUC 304. May be taken concurrently with or after the Junior Block.

### **EDUC 0380 • Theories of Teaching English as a Second Language** **Spring • 3 Credit Hours**

An introduction to the fundamental concepts and processes of first and second language acquisition. A systematic overview of factors that affect an individual's ability to acquire a new language both during childhood and later in life. Special emphasis is on acquiring English as a second language in instructed settings. Prerequisite: Sophomore standing.

### **EDUC 0381 • Teaching in a Multicultural Society** **Fall, Spring & Summer • 3 Credit Hours**

The foundations of multicultural education along with approaches to multicultural education and teaching strategies applicable to all ages, grades and subjects. Prerequisite: Sophomore standing.

### **EDUC 0385 • Introduction to Teaching English to Speakers of Other Languages (TESOL)** **Demand • 3 Credit Hours**

This course is an overview of what Teaching English to Speakers of Other Languages (TESOL) entails. It is divided into five components: a. Methods and resources for teaching English as a second/foreign language, b. Language acquisition development, c. The structure of the English language, d. Assessing language learning and e. The role of culture in learning a second/foreign language. Prerequisite: Junior status or course instructor's permission.

### **EDUC 0387 • Grammar for Pedagogical Purposes** **Summer • 3 Credit Hours**

This course is designed to introduce the in-service and pre-service teachers to the different dimensions of grammar, and the use of these dimensions in their teaching practice to help their students develop a working knowledge of the English grammar. Prerequisite: Sophomore standing.

### **EDUC 0402 • Historical and Philosophical Perspectives in Education** **Fall & Spring • 2 Credit Hours**

Analysis of the historical, philosophical, political and sociological aspects of education and their impact on professional educators today. Emphasis is on the development of the American education system from the colonial period and the acquisition of educational belief systems. Prerequisite: Recommend concurrent enrollment with Junior Block. Must be taken prior to the professional education semester.

### **EDUC 0403 • Methods of Teaching Students with Mental Handicaps** **Demand • 3 Credit Hours**

Designed to help the prospective or in-service teacher understand mental retardation and how to work effectively with students with mental retardation. Includes appropriate curriculum, individualized program development and teaching strategies. Prerequisite: EDUC 304 & Junior Block.

### **EDUC 0404 • Methods of Teaching Students with Learning Disabilities** **Demand • 3 Credit Hours**

Designed for the prospective or in-service teacher of students with learning disabilities: diagnosis, evaluation, programming, instructional approaches, instructional strategies and materials. Prerequisite: EDUC 304 and Junior Block.

### **EDUC 0405 • Methods of Teaching Students with Emotional & Behavior Disorders** **Demand • 3 Credit Hours**

Establishes a teaching rationale utilizing an individualized teaching strategy which enables the student with severe emotional and behavioral disorders to profit more fully from school experiences. Prerequisite: EDUC 304 and Junior Block.

### **EDUC 0407 • Overcoming Math Anxiety** **Summer • 2 Credit Hours**

Designed to help students overcome their personal mathematics anxiety, this course will also teach students how to stop the math anxiety cycle for their prospective elementary school students. Using a variety of intervention strategies and instruction in elementary education mathematics and mathematics education pedagogy, the course will enable students to help reduce, prevent and eliminate fear and avoidance of mathematics in future generations of students. Prerequisite: MATH 111 or MATH 119.

### **EDUC 0408 • Assessment and Practicum in Early Childhood**

**Fall • 4 Credit Hours**

An in-depth study of standardized early childhood screening instruments, informal observation techniques and current assessment strategies will be provided along with supervised administration, scoring and interpretation of standardized screening instruments. Course requires three hours of lecture and two clock-hours of practicum per week to practice systematic informal observation techniques and administer screening instruments, culminating in a written case study report. Prerequisites: EDUC 316, EDUC 318 and EDUC 319 or instructor permission.

### **EDUC 0410 • Teaching in the Mild/Moderate: Cross-Categorical Classroom: K-12**

**Spring • 3 Credit Hours**

A methods course designed to give students numerous examples of curricular and instructional methodologies in the teaching of elementary and secondary students with mild disabilities in cross-categorical classrooms. Methodologies for students with learning disabilities, mental handicaps, behavior disorders, physical disabilities and other health impairments are discussed. Prerequisite: EDUC 304 and Junior Block.

### **EDUC 0412 • Middle School Philosophy Organization, and Curriculum**

**Fall & Spring • 2 Credit Hours**

Effective teaching and learning strategies for the Middle School and Junior High students, including comprehension of the developmental and academic needs of students. Designed for teacher education majors seeking middle school certification (Grades 5-9) and for others interested in upper elementary grades and curriculum and instruction. A 10 clock hour practicum is included. Prerequisite: Junior Block.

### **EDUC 0413 • Methods of Teaching Students in the Middle Grades**

**Fall & Spring • 2 Credit Hours**

Exploration of middle school developmentally appropriate instructional planning, materials, evaluation and reporting of pupil progress. Student communication and personal development are stressed through exploratory programs and the balance of teaching and learning styles. Inquiry, problem solving and discovery methods used to show the importance of content knowledge and its application to decision making. Emphasis on the importance of interdisciplinary units of instruction to acculturate students. Designed for teacher education majors seeking middle school certification (Grades 5-9) and for others interested in upper elementary grades and curriculum and instruction. A 10 clock hour practicum is included. Prerequisite: Junior Block, EDUC 412 or recommended to be taken concurrently. Must be taken prior to professional education semester.

### **EDUC 0420 • Introduction to Counseling**

**Fall & Spring • 3 Credit Hours**

Survey course exploring the role and function of counseling, including theories, techniques, legal issues, ethical issues, diversity and current issues and trends. Designed as an overview for the classroom teacher and the special educator for use with students and parents. Prerequisite: EDUC 302 or 304. Must be taken after or concurrently with the Junior Block.

### **EDUC 0422 • Content Area Literacy I: Secondary/Middle School**

**Fall, Spring & Summer • 3 Credit Hours**

Secondary and Middle School education majors will explore and apply a variety of research-based and classroom-tested teaching strategies and learning activities designed to integrate a holistic approach to content area literacy. Students will practice strategies for integrating reading, writing, speaking, and listening into all content area classrooms. Students will utilize scaffolding tools to make content area reading more manageable and meaningful including before, during, and after-reading strategies; vocabulary development; content-specific reading approaches; and text-based analysis. Students will practice differentiating content area literacy strategies for students with disabilities and students learning English as a second language. The course may be taken concurrently with Junior Block.

### **EDUC 0423 • Classroom Management**

**Fall & Spring • 2 Credit Hours**

Classroom Management teaches an understanding of individual and group motivation and behavior to create a learning environment that encourages active engagement in learning, positive social interaction, and self-motivation. Current theory will be investigated to devise strategies for a proactive approach to managing student behavior, immediate responses to classroom situations, and long-term maintenance of a positive learning environment. To be taken concurrently with EDUC 329 and EDUC 321.

### **EDUC 0424 • Content Area Literacy II: Secondary/Middle School**

**Fall • 3 Credit Hours**

This course is a continuation of EDUC 422, Content Area Literacy I. Secondary and Middle School education majors will explore and apply a variety of research-based and classroom-tested teaching/learning strategies designed to integrate a holistic approach to content area literacy. Students will be able to identify and apply College and Career Ready Anchor Standards in reading, writing, speaking, and listening and identify and apply literacy standards for grades 6-12. Students will also identify teaching strategies and learning activities that utilize high level comprehension skills. Students will also be able to identify and describe specific challenges related to reading in each content area and identify appropriate alternate reading options and instructional interventions for students with reading deficits. Students will also apply practices for assessing reader comprehension and using data to match students with appropriate texts. Prerequisite: EDUC 0422.

### **EDUC 0430 • Language Development for Exceptional Children**

**Fall • 3 Credit Hours**

Required for certification in special education. Basic structures of language, normal sequence of language acquisition and characteristics of language disabilities. Strategies suggested for both assessing and remediating language delays or disorders. Prerequisite: EDUC 304. May be taken concurrently with Junior Block.

### **EDUC 0432 • Critical Issues in Education**

**Fall & Spring • 2 Credit Hours**

This course will concentrate on the exploration of current school problems with special regard to the following three categories: Law and Ethical Issues related to jurisprudence, legislation, and values; Classroom Management including dispositions for teachers and relationships with administration, pupils, parents, and the community; and Differentiation of Instruction to manage behavior and to accommodate the needs of learners in twenty-first century classrooms. The course includes field-based work and is part of the student teaching semester. Part of Professional Semester.

### **EDUC 0440 • International Student Teaching Seminar I**

**Fall • 1 Credit Hours**

Offered to students selected to participate in the International Student Teaching Program. One credit hour of course work will be completed during the Fall Semester and one credit hour of course work will be completed during the Spring Semester. Class discussion will focus on the (given) culture, the applicable educational systems as they relate to the development of the American educational system and current educational trends in both countries. Specifically, the history, structure and pedagogical practices of both countries will be examined in a comparative education format. Specific travel requirements such as passports, insurance and cultural adaptation will be addressed. The culminating activity is the successful completion of student teaching abroad. Prerequisite: Enrollment is limited to selected program participants.

**For additional information contact:  
Teacher Education Department  
417.625.9309 • Fax: 417.659.4387**

## **COURSE DESCRIPTIONS: TEACHER EDUCATION (CONTINUED)**

### **EDUC 0441 • International Student Teaching Seminar II** **Spring • 1 Credit Hours**

Offered to students selected to participate in the International Student Teaching Program. One credit hour of course work will be completed during the Fall Semester and one credit hour of course work will be completed during the Spring Semester. Class discussion will focus on the (given) culture, the applicable educational systems as they relate to the development of the American educational system and current educational trends in both countries. Specifically, the history, structure and pedagogical practices of both countries will be examined in a comparative education format. Specific travel requirements such as passports, insurance and cultural adaptation will be addressed. The culminating activity is the successful completion of student teaching abroad. Prerequisite: Enrollment is limited to selected program participants.

### **EDUC 0442 • Student Teaching - Elementary** **Fall & Spring • 10 Credit Hours**

Supervised participation on the elementary level in an assigned off-campus school site. The elementary student teaching experience requires the student teacher to demonstrate his/her ability to be an entry-level, effective decision making teacher. Arrangements for placement are to be made in the semester preceding the actual student teaching block. Prerequisites: Please see Requirements for Admission to Student Teaching.

### **EDUC 0444 • Student Teaching - Special Education** **Fall & Spring • 10 Credit Hours**

Supervised teaching in a special education setting in an assigned off-campus site. Course assignments require students to demonstrate their ability to be entry-level effective decision making teachers. Arrangements for placement are to be made in the semester preceding the actual student teaching block. The student will be required to divide the experience into two equal segments - elementary and secondary. Assignment to the sites is determined by the special education practicum assignment. Prerequisites: Please see Requirements for Admission to Student Teaching.

### **EDUC 0446 • Practicum in Special Education** **Fall • 2 Credit Hours**

Clinical experience in special education settings with students who have mild/moderate disabilities. This experience will occur in one of the following classroom settings: cross-categorical, learning disabled, mentally handicapped or behavior disordered. Includes both time in special education classes and on-campus seminar sessions. Prerequisites: EDUC 304 and 3 credit hours of special education methods.

### **EDUC 0452 • Student Teaching - Middle School** **Fall & Spring • 10 Credit Hours**

Supervised teaching on the middle school level in an assigned off-campus school site. The middle school teaching experience requires the student teacher to demonstrate his/her ability to be an entry-level, effective decision making teacher. Arrangements for placement are to be made in the semester preceding the actual student teaching block. Prerequisites: Please see Requirements for Admission to Student Teaching.

### **EDUC 0462 • Student Teaching-Secondary** **Fall & Spring • 10 Credit Hours**

Supervised teaching on the secondary level in an assigned off-campus school site. The secondary school teaching experience requires the student teacher to demonstrate his/her ability to be an entry-level, effective decision making teacher. Arrangements for placements are to be made in the semester preceding the actual student teaching block. Prerequisites: Please see requirements for Admission to Student Teaching.

### **EDUC 0464 • Student Teaching-(K-12)** **Fall & Spring • 10 Credit Hours**

Supervised teaching on the secondary and elementary levels in assigned off-campus school sites. The PK-12 teaching experience requires the student teacher to demonstrate his/her ability to be an entry-level, effective decision making teacher. The student will be required to divide the experience into two equal segments - elementary and secondary. Arrangements for placement are to be made in the semester preceding the actual student teaching block. Prerequisites: Please see Requirements for Admission to Student Teaching.

### **EDUC 0470 • Assessments for Reading Instruction** **Fall, Spring & Summer • 3 Credit Hours**

This class prepares the beginning reading teacher and the regular classroom teacher to accurately assess reading interests, strengths and weaknesses of their students. Emphasis is focused upon using assessments as the vehicle to drive developmentally appropriate instruction. Class requires administering informal literacy assessments and planning instruction based on the results of the assessments. Prerequisites: EDUC 340, Junior Block, and EDUC 342, must be taken concurrently with EDUC 343.

### **EDUC 0471 • Practicum in Diagnosis of Reading Difficulties** **Demand • 3 Credit Hours**

Practice in administering, interpreting and reporting diagnostic test results of reading assessments. Emphasis on developmentally appropriate instruction based on testing results. Requires working with a reading disabled student and may involve off campus travel. Prerequisites: EDUC 342 or EDUC 422, EDUC 343, EDUC 474. May be taken concurrently with EDUC 470.

### **EDUC 0474 • Educational-Psychological Testing in Special Education** **Fall • 3 Credit Hours**

Comprehensive study of the various psycho-educational assessment techniques for diagnosis of learning problems of exceptional children, including educational, intelligence and psychomotor. Emphasis on translating assessment data to remedial programs. Prerequisites: EDUC 304, PSY 310 and Junior Block.

### **EDUC 0480 • Methods & Techniques for TESOL** **Summer • 3 Credit Hours**

Current program designs for teaching English language learners with a focus on English as a second language and sheltered immersion. Recent methodologies in language teaching, such as task-based and content-based instruction. Effective techniques for developing language skills, curriculum development, lesson planning, needs and task analysis. (May be taken concurrently with or after Junior Block).

### **EDUC 0481 • Material Development and Assessment for TESOL** **Fall • 3 Credit Hours**

Considerations for evaluating, selecting and adapting materials for the development of reading, writing, listening and speaking skills. The use of a variety of assessment methodologies to guide instruction and practice, evaluate language proficiency and measure learner progress, especially in the context of content-based English language instruction. Prerequisite: Junior Block.

### **EDUC 0482 • Practicum for Teaching English to Speakers of Other Languages** **Fall, Spring & Demand • 3 Credit Hours**

The application of TESOL coursework supervised by the TESOL faculty. Training in the sheltered instruction observation protocol (SIOP) with particular attention given to implementing language objectives. Supervised practical classroom experience. Prerequisites: EDUC 380, EDUC 381, EDUC 480 and EDUC 481 and Junior Block.

### **EDUC 0483 • Comparative Education and Cultures** **Demand • 2 Credit Hours**

One credit hour of course work will be completed on campus prior to and following the field experience. Class lectures will focus on the culture and educational systems of designated countries as they relate to the development of the American education system and current educational trends in the various applicable cultures. One additional credit hour of the course will be gained from the field experience component. Travel in cultures studied will include visits in schools with interviews arranged to meet the certification profile of class participants.

**EDUC 0484 • Seminar in Science Education****Demand • 1-2 Credit Hours**

This course is designed to explore science and science education related to topics not currently in the required teacher education curriculum. Offerings will vary by term to meet the needs of students and availability of faculty. Prerequisite: Completion of Junior Block and permission of instructor.

**EDUC 0498 • Seminar in Problems of Education****Demand • 1-3 Credit Hours**

A weekly seminar for upper division majors. Credit hours determined by the department each semester. Covers specialized knowledge and/or current research in the discipline. Topics vary by semester and situation. Prerequisites: Advanced standing and consent of department head.

**EDUC 0499 • Independent Study****Demand • 1-3 Credit Hours**

Structured by the advisor with approval of department head. Prerequisites: Advanced standing in the major field and approval of advisor and department head.



## MASTER OF SCIENCE IN EDUCATION DEGREE: CURRICULUM & INSTRUCTION

The Master of Science: Curriculum & Instruction program is based on a conceptual framework that defines the role of the teacher as a reflective decision maker. In this role, the teacher must make decisions about pedagogical approaches and lesson design. Our conceptual framework creates teachers who can think critically and formulate decisions related to the multiple roles of teaching for its successful achievement and develops reflective educators for a global society. Some extensions of the role of the teacher as a reflective decision maker include the teacher as a practitioner, lifelong learner, researcher, provider of service and change agent.

**BENEFITS OF THE M.S.Ed. CURRICULUM & INSTRUCTION DEGREE**

The Master in Curriculum & Instruction program provides seasoned teachers an opportunity to acquire knowledge, improve their practice and prepare for curriculum leadership roles. The program is convenient and accessible. Courses are structured as hybrids (both on campus and via the Internet) with on-campus segments offered in the evenings and during the summer. Faculty in the program are experienced educational leaders and content specialists. The cohort structure of the program allows students to complete the program in six semesters. Note: This program does not lead to certification.

**ADMISSION TO THE M.S.Ed.**

Candidates must complete the following:

- Submit an application for graduate admission and application fee.
- Achieve a minimum score of 700 on the combined verbal and quantitative sections of the Graduate Record Examination. Tests taken after 8/1/2011, the minimum score is 280.
- Complete a supervised writing assessment conducted by the Department of Teacher Education.
- Have earned a Bachelor's of Science in Education (BSE) degree from a college or university accredited by agencies recognized by Missouri Southern State University.
- Provide other graduate transcripts (if applicable).
- Submit three professional letters of reference; one from current supervisor and two from colleagues.

**For additional information contact:**  
**Gene Taylor Education**  
**Graduate Office • 417.625.9314**  
**tegradprgm@mssu.edu**

**M.S.Ed. Major Code GR08**

<b>Required for degree completion:</b>		<b>36 credit hours</b>
<b>General Education</b>		<b>15 credit hours</b>
EDUC 601	Current Issues	3
EDUC 645	Improvement of Instruction	3
EDUC 635	School Law	3
EDUC 650	Research Design	3
EDUC 660	Teacher Leadership	3
<b>Major Requirements</b>		<b>21 credit hours</b>
EDUC 620	Advanced Learning Theories	3
EDUC 625	Literacy Instruction	3
EDUC 640	Curriculum Construction	3
EDUC 615	Managing Classroom Environments	3
EDUC 605	Educational Technology	3
EDUC 630	Assessment of Student Learning	3
EDUC 610	Multiculturalism in Education	3

M.S.Ed. program follows a cohort structure (6 hours per semester)



## COURSE DESCRIPTIONS: MASTER OF SCIENCE IN EDUCATION DEGREE: CURRICULUM & INSTRUCTION

**EDUC 0601 • Current Issues****Fall, Spring & Demand • 3 Credit Hours**

This course is designed to help educators become more aware of current issues and topics related to education. Topics will be studied within both historical and current contexts. The goal is to provide educators strategies to succeed in their teaching environments. Prerequisites: Acceptance to the MSSU Masters of Curriculum and Instruction Program and advisor approval.

**EDUC 0605 • Educational Technology****Fall, Spring & Demand • 3 Credit Hours**

This course is designed to provide an overview of various technologies designed to promote student learning. The goal is to provide information on how to use technology in areas such as differentiation, assessment, and student and teacher productivity. Prerequisites: Acceptance to the MSSU Masters of Curriculum and Instruction Program and advisor approval.

**EDUC 0610 • Multiculturalism in Education****Fall, Spring & Demand • 3 Credit Hours**

This course is designed to provide strategies for creating an inclusive classroom environment. The goal is to provide information about effective methods of inclusion and instruction for all students including those who have diversity of ability, culture, language, race, ethnicity, religion, gender, sexual orientation, or family constellation. Prerequisites: Acceptance to the MSSU Masters of Curriculum and Instruction Program and advisor approval.

**EDUC 0615 • Managing Classroom Environment****Fall, Spring & Demand • 3 Credit Hours**

This course is designed to provide seasoned teachers an opportunity to assess their classroom management style with a focus on improving performance. The goal is to explore common classroom management issues and provide information on multiple management strategies. Prerequisites: Acceptance to the MSSU Masters of Curriculum and Instruction Program and advisor approval.

**EDUC 0620 • Advanced Learning Theories****Fall, Spring & Demand • 3 Credit Hours**

This course is designed to inform students about the major theorists who have contributed to the study of learning. The goals are to examine how contemporary learning theories evolved from historical perspectives and to identify a personal philosophy of teaching and learning. Prerequisites: Acceptance to the MSSU Masters of Curriculum and Instruction Program and advisor approval.

**COURSE DESCRIPTIONS:**  
**MASTER OF SCIENCE IN**  
**EDUCATION DEGREE (CONTINUED):**  
**CURRICULUM & INSTRUCTION**

**EDUC 0625 • Literacy Instruction**

**Fall, Spring & Demand • 3 Credit Hours**

This course is designed to provide an overview of the key factors influencing student literacy including motivation and metacognitive awareness. The goal is to provide strategies for whole group and differentiated literacy and to create a classroom literacy plan. Prerequisites: Admission to MSSU Masters of Curriculum and Instruction Program and advisor approval.

**EDUC 0630 • Assessment of Student Learning**

**Fall, Spring & Demand • 3 Credit Hours**

This course is an overview of the current research, theory, and practice related to assessment and student learning. The goal is to assist students in seeing the relationship between research and practice and to provide a framework to use when making decisions about assessment methods and instructional strategies. Prerequisites: acceptance to the MSSU Masters of Curriculum and Instruction Program and advisor approval.

**EDUC 0635 • School Law**

**Fall, Spring & Demand • 3 Credit Hours**

This course is a survey of the laws and policies that govern P-12 education and their theoretical foundations. The goal is to provide information about how federal and state law drives P-12 policy and funding and the common legal issues that arise. Prerequisites: Acceptance to the MSSU Masters of Curriculum and Instruction Program and advisor approval.

**EDUC 0640 • Curriculum Construction**

**Fall, Spring & Demand • 3 Credit Hours**

This course is designed to provide information related to current P-12 curriculum development. The goal is for students to apply information from prior courses (technology, inclusion, differentiation, assessment, and learning theory) and current state and federal standards to construct relevant curriculum for a specific grade or content area. Prerequisites: Acceptance to the MSSU Masters of Curriculum and Instruction Program, EDUC 620 and 630, and advisor approval.

**EDUC 0645 • Improvement of Instruction**

**Fall, Spring & Demand • 3 Credit Hours**

This course is designed to provide seasoned teachers an opportunity to assess their teaching styles and strategies with a focus on improving performance and becoming an instructional leader. The goal is for students to integrate multiple data sources and information from prior courses (technology, inclusion, differentiation, assessment, and learning theory) in their improvement plans. Prerequisites: Acceptance to the MSSU Masters of Curriculum and Instruction Program, EDUC 620 and 630, and advisor approval.

**EDUC 0650 • Research Design**

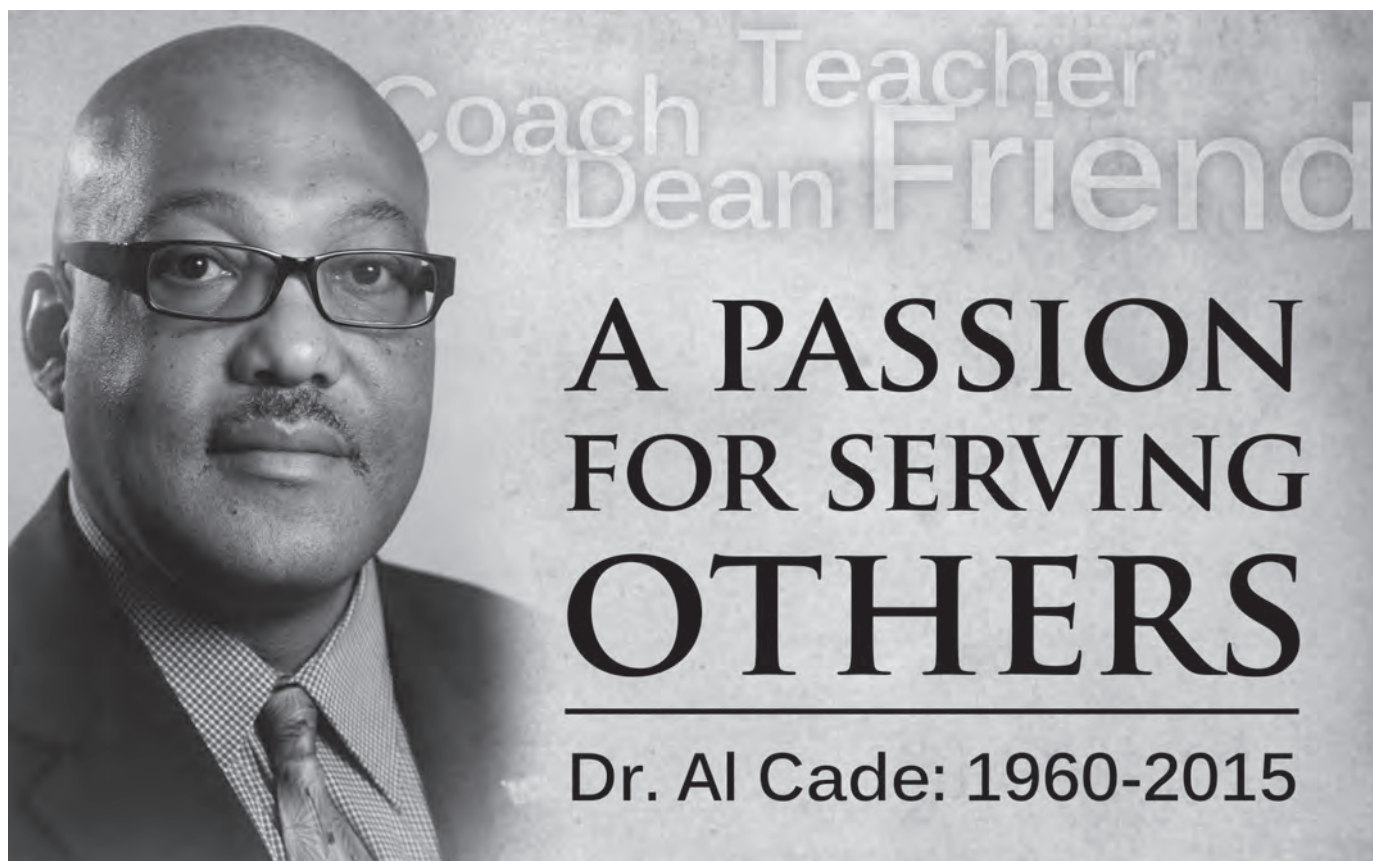
**Fall, Spring & Demand • 3 Credit Hours**

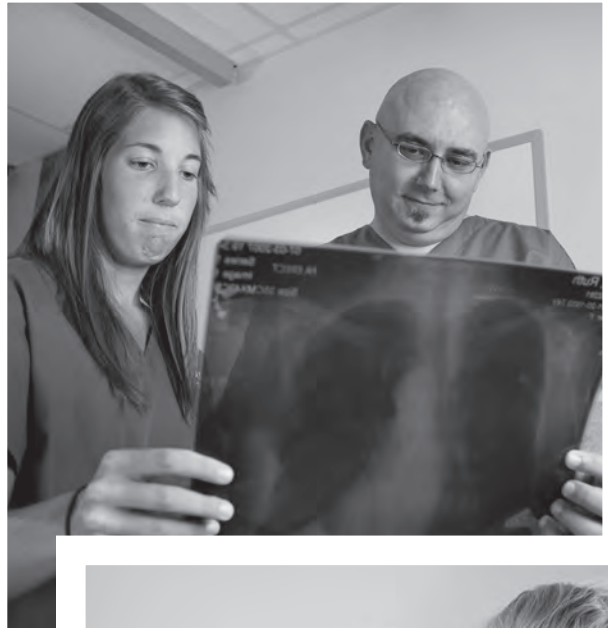
This course is an overview of the various methods used in conducting educational research. The goals are to provide information about qualitative, quantitative, and action research methods and give examples of how each is used in P-12 educational settings. Students will design an action research project that could be used in their educational environment. Students will also examine concepts such as establishing reliability and validity and research ethics. Prerequisites: Acceptance to the MSSU Masters of Curriculum and Instruction and advisor approval.

**EDUC 0660 • Teacher Leadership**

**Fall, Spring & Demand • 3 Credit Hours**

In this course, students will identify characteristics of the effective teacher leader and examine issues such as leadership styles, facilitation, reflection, and problem solving. Students will also analyze their role as a current/potential leader and suggest a plan for maximizing their potential. Prerequisites: Acceptance to the MSSU Masters of Curriculum and Instruction Program and advisor approval.





**DENTAL HYGIENE**

EMT/PARAMEDIC

FIRE ACADEMY

PRE-PROFESSIONAL

**HEALTH SCIENCE**

RADIOLOGY

MEDICAL LABORATORY  
SCIENCE

**RESPIRATORY THERAPY**

NURSING

**School of  
Health Sciences**



**School Dean**

Dr. Tia M. Strait

Health Sciences Building 112 • 417.625.3155

**Degrees and Majors****Bachelor of Science**

- Health Science
- Medical Technology
- Nursing

**Associate of Science**

- Dental Hygiene
- Radiologic Technology
- Respiratory Therapy

**Certificate**

- EMT
- Fire Academy
- Paramedic

**Options and Emphases**

- Health Science Degree
  - Dental Hygiene
  - Paramedic
  - Radiologic Technology
  - Respiratory Therapy
  - Business/Life-Health Science
  - Pre-Professional

**Mission**

The Mission of the School of Health Sciences is to develop highly competent professionals through innovative academic programs supported by the liberal arts and global perspectives curriculum. The school is dedicated to the advancement of knowledge and skills with integration of inter-professional education for the improvement of society and service to all its stakeholders.

**Role**

The School of Health Sciences is one of the four major instructional entities of Missouri Southern. As such, it offers quality instruction by and under the leadership of professional educators who also have the advantage of actual work experience in business, industry, health care and government. Instruction is further enhanced by the utilization of qualified individuals from business and professionals in the community as guest lecturers and part-time instructors.

Courses offered by individual departments within the School of Health Sciences are specifically career oriented toward a specialized field. The faculty in these departments recognize the necessity of providing an understanding of the relationships between careers and society; therefore, courses from the fine arts, humanities and natural sciences, as well as courses to refine a student's ability to read, write, speak and think are a required part of each department's curriculum. As a result, the students majoring in the various curricula in the School of Health Sciences are an integral part of the entire student body.

All courses offered in the School of Health Sciences are designed to provide students with the experience, skills or expertise that enable them to enter their professional field and meet requirements imposed by any certifying and licensing examination that may be required.

The School of Health Sciences also recognizes that in many respects the community is also a classroom. In some courses, area facilities are used as laboratory resources with students utilizing them under the direct supervision of regular university instructional personnel.

The School of Health Sciences offers curricula leading to a Master of Science, Bachelor of Science and Associate of Science degrees as well as certificates. Programs of shorter duration required for licensure or certification also are offered. Numerous courses and workshops are offered to meet specific and often rapidly emerging demands of business, industry and public services.

All departments work closely with advisory boards composed of professionals from area health care agencies. The advisory board assists the faculty of the various departments in maintaining relevancy of curriculum content and identifying special needs that can be addressed through continuing education programs.

**Goals**

The goals of the School of Health Sciences are:

1. To provide opportunities for students to prepare for a broad range of established and emerging careers;
2. To maintain and develop curricula which provide the opportunity for students to obtain the background in liberal arts and sciences so they may appreciate their heritage and contemporary society to become a contributing member of their society;
3. To provide programs in the most cost effective method possible that are cognizant of contemporary requirements of career fields and which provide best available preparation for emerging requirements;
4. To provide opportunities and encouragement for faculty and staff to remain current and conduct research in their respective disciplines;
5. To provide instructional facilities and equipment essential to the maintenance of academically excellent instruction;
6. To provide a variety of supportive functions that serve a variety of area needs;
7. To offer quality programs, and in areas where required, maintain program content necessary for special accreditation;
8. To offer a variety of continuing education programs to meet special needs and demands;
9. To encourage faculty to provide consultation services and otherwise serve as resources for the area;
10. To advise people, including students and potential students, regarding knowledge, skills and abilities required to enter and succeed in various career fields;
11. To assist faculty to meet and maintain eligibility for special certification required in numerous programs.

# DENTAL HYGIENE



## FACULTY:

**Scrivner - Chair, Corum**

**Gerecke, Kelley, Leslie, Moore, Rogers, Taubel and White**

## Mission

Missouri Southern State University Dental Hygiene program empowers students to become life long learners and facilitate the development of ethical and competent oral healthcare professionals, who provide patient care to a diverse population utilizing innovative technologies.

## Goals

First, to provide quality education that reflects best practices in dental hygiene in order to become an ethical licensed oral health care professional. Second, to provide comprehensive dental hygiene services to the communities served by Missouri Southern State University. Third, to promote the significance of dental hygiene professional development and commitment to life long learning.

The dental hygienist is a licensed health care professional and member of the dental health team. The diverse duties of the dental hygienist include oral prophylaxis (cleaning); exposing, collecting and evaluating medical history information; performing head and neck screening examinations; periodontal assessment and therapy; applying agents for the prevention of decay; applying desensitizing and antimicrobial agents and administering local anesthesia and nitrous oxide analgesia; and exposing and interpreting radiographs. The dental hygienist acts as a dental health educator and is responsible for teaching patients prevention of dental disease and providing nutritional counseling.

Dental hygiene employment opportunities are numerous and vary greatly. They include general practice and specialty dental offices; federal, state, county and city health clinics; public schools; hospitals; long-term care facilities; dental schools; industrial clinics; the armed services; and research institutions.

Missouri Southern offers an Associate of Science degree in Dental Hygiene. Upon satisfactory completion, graduates are eligible to take the National Board Examination and practical examinations required for licensure in Missouri and other states. The MSSU Dental Hygiene Program is accredited by the Commission on Dental Accreditation (CODA).

Admission to Missouri Southern does not automatically grant admission to the Dental Hygiene Program. In addition to meeting admission requirements for the University, candidates must apply for admission to the Department of Dental Hygiene. Applications are reviewed by the Selection Committee for Dental Hygiene. Applicants must submit the necessary information by January 31. Applicants must have an overall GPA of 2.75 to apply.

Application consideration requires evidence of satisfactory completion of the following prerequisites with a grade of 'C' or better:

ENG 101	College Composition (WI)
BIO 121	Human Anatomy & Physiology I
BIO 221	Human Anatomy & Physiology II
BIO 231	General & Medical Microbiology
CHEM 120	Chemistry for Allied Health Sciences
COMM 100	Oral Communications
KINE 103	Lifetime Wellness
MATH 030	Intermediate Algebra (or higher)

Enrollment is limited by selection and applicants are admitted contingent upon a criminal record check, random drug testing, the completion of physical and

dental examinations and the rendering of an acceptable health status. Students are admitted to the dental hygiene program only in the fall of each year. As students in a health care profession, Dental hygiene students may be exposed to bloodborne pathogens and infectious diseases.

Students may complete the Dental Hygiene Associate of Science degree in Joplin or at one of two distance sites: Rolla, MO at the Rolla Technical Center and in Sikeston, MO on the Southeast Missouri State University Sikeston Campus.

Lecture courses are taught using Interactive Television, Internet or a combination of these formats. Using the ITV format students interact live with instructors and fellow students at all sites. Each site has a clinic for the clinical instruction experience.

In addition to established fees for all college students, the following are minimum costs incurred by Dental Hygiene students: \$500 to \$2000 per semester for laboratory fees, various expenses for transportation to off campus clinical sites and professional meetings. In addition, approximately \$1500 for licensure exams, which will vary depending on state in which license is desired.

The Associate of Science in Dental Hygiene requires a minimum of 90 credit hours, including the prerequisite courses. Course grades of 'C' or above in Dental Hygiene and supporting science courses are necessary for retention in the Dental Hygiene program.

## Associate of Science in Dental Hygiene ..... Major Code DH00

<b>General Education Requirements (p. 46) .....</b>		<b>20*</b>
<b>Dental Hygiene Requirements.....</b>		<b>74</b>
DH 101	Fundamentals of Dental Hygiene .....	2
DH 103	Fundamentals of Dental Hygiene I-Lab .....	2
DH 105	Fundamentals of Instrumentation** .....	2
DH 120	Medical Emergencies .....	1
DH 140	Dental Morphology .....	1
DH 150	Oral Histology and Embryology .....	3
DH 160	Dental Radiology Lecture .....	2
DH 165	Dental Radiology Lab .....	1
DH 190	Clinical Dental Hygiene I** .....	4
DH 210	Pain Management .....	1
DH 220	Dental Materials .....	1
DH 225	Dental Materials Lab .....	1
DH 280	Periodontics I .....	2
DH 290	Clinical Dental Hygiene II** .....	4
DH 295	Seminar in Dental Hygiene I .....	1
DH 300	Community Dental Health Education .....	3
DH 301	Community Health Practicum .....	1
DH 310	Nutrition .....	2
DH 320	Pharmacology .....	2
DH 340	Oral Pathology .....	3
DH 350	Periodontics II .....	2
DH 390	Clinical Dental Hygiene III** .....	4
DH 395	Senior Seminar .....	1
BIO 121	Human Anatomy & Physiology I .....	4
BIO 221	Human Physiology and Anatomy** .....	5
BIO 231	General and Medical Microbiology** .....	5
BIO 240	Radiation Biology .....	3
CHEM 120	Chemistry for Allied Health Sciences* .....	5
SOC 110	Introduction to Sociology* .....	3
PSY 100	General Psychology* .....	3
<b>Total</b>	<b>.....</b>	<b>94</b>

\*General Education Requirements met by the following Dental Hygiene degree requirements SOC or PSY (3 cr. hrs.) and CHEM 120 (5 cr. hrs.) or BIO 121 (4 cr. hrs.).

\*\*See course descriptions for prerequisites.

Associate of Science degree students must meet the Missouri Constitution Requirement by completing PSC 120 or the Missouri Constitution Test.

## **COURSE DESCRIPTIONS: DENTAL HYGIENE**

### **DH 0101 • Fundamentals of Dental Hygiene**

**Fall • 2 Credit Hours**

This course is an introduction to the Dental Hygiene Process of Care with an emphasis on professionalism, infection control, patient assessment processes and basic instrumental skills. Two hours of lecture per week. Prerequisite: acceptance into the Dental Hygiene program. Co-requisites: DH 103, DH 140, and DH 150.

### **DH 0103 • Fundamentals of Dental Hygiene - Lab**

**Fall • 2 Credit Hours**

This course provides clinical application to the Dental Hygiene Process of Care. The primary emphasis is on professionalism, infection control, patient assessment processes and basic instrumentation skills. The dental hygiene student will have an opportunity to practice these techniques on mannequins and student partners in the laboratory setting. Two 3 hour labs per week. Prerequisite: acceptance into the dental hygiene program. Co-requisites: DH 101, DH 140 and DH 150.

### **DH 0105 • Fundamentals of Instrumentation**

**Spring • 2 Credit Hours**

This course provides clinical application of instrumentation theory and skills to provide comprehensive patient care. The dental hygiene student will have an opportunity to practice instrumentation techniques on mannequins and student partners in the laboratory setting. This course will culminate with a patient experience appointment. Six hour lab per week. Prerequisites: DH 101 and DH 103.

### **DH 0120 • Medical Emergencies & Special Needs Patients**

**Spring • 1 Credit Hour**

This course includes knowledge of common physiological conditions and systemic diseases with emphasis on their implication to dental care and management of medical or dental emergencies. The student will develop orderly and confident assessment skills and will be able to recognize and manage medical emergencies. Instruction is provided toward the recognition, prevention and management of medical emergencies which occur in the dental office. One hour lecture per week.

### **DH 0140 • Dental Morphology**

**Fall • 1 Credit Hour**

Detailed study of the morphology of deciduous and permanent teeth in relation to fossal cusps grooves, ridges, roots and the relationship of form and function. Occlusion and malocclusion are studied according to their relationship to dental health. A self-instructional program supplemented by one hr. lecture per week. Practical aspects of this course will be covered in DH 103.

### **DH 0150 • Oral Histology and Embryology**

**Fall • 3 Credit Hours**

Study of the gross and microscopic development of the teeth, supportive structures of the teeth and embryology and anatomy of head and neck region. Two hours lecture, three hours lab per week.

### **DH 0160 • Dental Radiology**

**Spring • 2 Credit Hours**

Theory and principles of radiation health and safety, quality assurance and infection control protocol for dental radiography. Basic interpretation of radiographic findings and recognition and identification of normal anatomical radiographic landmarks. Methods for exposing, mounting and care of dental radiographs. Two hours of lecture per week. Prerequisites: BIO 240, DH 101, DH 140, and DH 150.

### **DH 0165 • Dental Radiology Lab**

**Spring • 1 Credit Hour**

Application of the fundamentals of oral radiographic techniques utilizing radiation safety and infection control protocols in addition to basic interpretation of radiographs. Includes practical experience exposing dental radiographs, use of current patient selection criteria, electronic documentation procedures, and ancillary radiographic techniques. In addition, basic interpretation of dental radiographs will include the recognition of technique errors and the identification of normal anatomical radiographic landmarks and common abnormalities. Two hours of lab per week. Prerequisite: BIO 240, DH 101, DH 140, DH 150. Co-requisite: DH 160.

### **DH 0190 • Clinical Dental Hygiene I**

**Summer • 4 Credit Hours**

Introduction to clinical practice of dental hygiene. Experience in providing patient services through performing oral prophylaxis, periodontal assessment, exposing and processing radiographs, presenting patient education, preventive applications and charting the oral cavity. Two 8 hour clinical labs per week, thirty-two hours of lab will be used for clinical application of DH 210. Prerequisites: DH 103, DH 105, and CPR Certification Course. Co-requisite: DH 210.

### **DH 0210 • Pain Management**

**Summer • 1 Credit Hour**

This course is designed to prepare the dental hygiene student with the necessary theory to appropriately carry out treatment plans and successfully administer topical anesthesia, local infiltration anesthesia and/or nitrous oxide analgesia to increase patient comfort and control pain when providing dental hygiene services. One hour of lecture per week. Co-requisite: DH 190.

### **DH 0220 • Dental Materials**

**Fall • 1 Credit Hour**

This lecture course is designed to provide information about the physical and chemical properties of biomaterials and the application and manipulation of these materials used in preventive dentistry. Lecture information will cover identification, recognition and charting of dental restorations. (This will be enhanced by utilizing dental radiographs and intra-oral photographs.) One hour of lecture per week. Co-requisite: DH 225.

### **DH 0225 • Dental Materials Lab**

**Fall • 1 Credit Hour**

This course provides clinical manipulation and application of the dental materials discussed in DH 220. Students will learn to take alginate impressions, produce plaster study models and manipulate other biomaterials within the scope of preventative and restorative dentistry. Dental charting and identification of restorations will be enhanced in preparation for the clinical setting. Two hours of lab per week. Co-requisite: DH 220.

### **DH 0280 • Periodontics I**

**Spring • 2 Credit Hours**

Introduces students to the specialty of dentistry that encompasses the prevention, diagnosis and treatment of diseases affecting the gums and supporting structures of the teeth. Two hours lecture per week. Clinical applications to this course will be implemented in DH 105 and DH 190.

### **DH 0290 • Clinical Dental Hygiene II**

**Fall • 4 Credit Hours**

Continuation of DH 190 with added responsibilities as skills develop. Multi-cultural experience is gained through rotations in extended campus facilities. Two 8 hour clinical labs per week (1 hour per week MAY be used for content and organizational review). Prerequisites: DH 190.

### **DH 0295 • Seminar in Dental Hygiene I**

**Fall • 1 Credit Hour**

This seminar course is offered in conjunction with DH 290, Dental Hygiene Clinic II and is part of the clinical education continuum. Emphasis will be placed on the laws governing the practice of dentistry and dental hygiene, moral standards, and the ethical standards established by the dental hygiene profession. Students will study current literature and evaluate research. Additionally they will gain the skills necessary for integrating the new information into his/her role as a health care provider. Prerequisites: Successful completion of ALL courses required in the first three semesters of the dental hygiene curriculum. 1 lecture hour per week.

### DH 0300 • Community Dental Health Education

Fall • 3 Credit Hours

Fundamentals of teaching and learning theories. Development of teaching units and lesson plans for various public groups and/or organizations, practical experience in public schools and community groups with experience in providing dental health education to the public. This course is designed to increase student knowledge of concepts of community dentistry and dental epidemiology that is used in population-based health care. Students are allowed to critically evaluate biostatistics, scientific literature, dental care delivery and mechanisms for financing dental care. One hour of lecture per week and approximately 25-30 hours of field work.

### DH 0301 • Community Dental Health Education Practicum

Spring • 1 Credit Hour

This course will build upon the basics of DH 300. Students will apply theories, skills of communication, and oral health education to various diverse groups. Through field assessments students will have the opportunity to participate in a variety of community dental health programs and service-learning activities which require application of dental public health principles and concepts. One hour lecture per week. Prerequisite: DH 300.

### DH 0310 • Nutrition

Spring • 2 Credit Hours

Nutrition and diet as related to dental health, biochemistry of digestion and the utilization of nutrients. Special emphasis on dietary analysis as part of total health care and the role of the dental hygienist in providing nutritional counseling. Two hours lecture per week. Requirement: dental hygiene students must take course during second semester of program. Two hour lecture per week.

### DH 0320 • Pharmacology

Fall • 2 Credit Hours

Principles of drug actions and characteristics of major drug groups including sources of drugs, methods of their administration, classification, dosage, therapeutic action and drug interactions. Emphasis on drugs affecting oral health and drugs used in dentistry. Two hours lecture per week.

### DH 0340 • Oral Pathology

Fall • 3 Credit Hours

Includes both general and oral pathology. General pathology includes an overview of basic disease processes, inflammation, immunology and wound healing. Oral pathology emphasizes recognition of oral diseases based on clinical signs and symptoms and radiographic manifestations. Treatment planning principles, based on collection of information using a variety of assessment procedures is included. Three hours of lecture per week. Prerequisite: student must have successfully completed the first three semesters of dental hygiene curriculum.

### DH 0350 • Periodontics II

Summer • 2 Credit Hours

A continuation of DH 280 focusing further on the prevention, diagnosis and treatment of diseases affecting the periodontium and supporting structures of the teeth. Clinical application will be implemented in DH 290 and DH 390. Two hours lecture per week. Prerequisites DH 280, DH, 190, and DH 210.

### DH 0390 • Clinical Dental Hygiene III

Spring • 4 Credit Hours

Continuation of DH 290 in advanced clinical procedures and discussion of the recognized dental specialties including their relationship to preventive dentistry. Two 8 hour clinical labs per week. Prerequisite: DH 290.

### DH 0395 • Senior Seminar in Dental Hygiene

Spring • 1 Credit Hour

This seminar course serves as a means of combining information from all courses in the dental hygiene curriculum and applying content to patient cases and practice management issues. This course is also designed to assist in preparing senior dental hygiene students for the written and clinical examinations required for licensure and entry into the profession. Prerequisites: Successful completion of ALL courses required in the first four semesters of the dental hygiene curriculum. 1 hour lecture per week.

For additional  
information contact:  
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## FIRE ACADEMY



**FACULTY:**

*Roughton*

**Fall & Spring**

The Fire Academy covers all aspects of firefighting, firefighter safety, rescue, fire prevention, incident management, emergency vehicle familiarization, emergency driving, fire pump operations and more. It is a blend of classroom and hands-on experience including live firefighting exercises. The academy prepares the student to take five separate state certification examinations: Firefighter I, Hazardous Materials Awareness, Firefighter II, Hazardous Materials Operations, and Fire Department Driver/Operator. The Driver/Operator portion of the class is optional and requires an additional book.

The firefighting course is International Fire Service Accreditation Congress (IFSAC) approved and will transfer to Kansas, Oklahoma, Arkansas, as well as most other states. Students culminate their education with the opportunity to experience on-site rotations through area fire departments and emergency dispatch centers. The course fee includes books, uniforms, tests, all equipment and materials.

For additional information contact:  
**Brenda Spurlin**  
**Health Sciences Building 112**  
417.625.9328 • **Spurlin-b@mssu.edu**

# HEALTH SCIENCE



## **FACULTY:**

**Peine, Pippin, Schiska, Scrivner, Strait, Dennis**  
**Health Sciences Building 112 • 417.625.9328**

## **Mission**

The mission of the Health Science degree is to provide a comprehensive baccalaureate degree that complements an associate allied health major. The degree is designed to promote critical thinking, leadership, communication and information skills, with a commitment to lifelong learning. Our graduates are academically prepared to pursue opportunities for advancement or graduate school.

## **Goals and Objectives:**

### **Goal 1**

To prepare undergraduate students with the knowledge skills and ethics needed to advance the health and quality of life of a diverse public.

#### **Objectives**

- Collect, store, retrieve, analyze and interpret health data in order to be prepared to design health needs assessments and establish basic health programs and services. (HS 350, HS 380, HS 390, PSY 320, GB 321, MATH 310, SOC 305)
- Describe the U.S. health profile, including key indicators, determinates, disparities, access to health services, historical and contemporary trends and implications. (HS 390, HS 370, HS 380)
- Identify and describe the evolution of the U.S. health services system and the major settings, providers and funding for the delivery of public and private preventive and treatment services. (HS 390)
- Recognize the importance of honoring diversity, acting with civility, practicing ethically and promoting mutual respect when working with diverse individuals, groups and communities. (HS 390, HS 312, HS 305)
- Describe the business and financial implications in the cost of health care. (HS 390)
- Identify physical, chemical or biological hazards that adversely impact human health. (HS 380, HS 370)

### **Goal 2**

To prepare students with the fundamental academic skills to be effective communicators, critical thinkers and leaders.

#### **Objectives**

- Write grammatically and stylistically correct papers that reflect a review of relevant literature and /or integrate health related perspectives and experiences. (HS 305, HS 350, HS 402)
- Develop the ability to utilize qualitative and quantitative health care information to arrive at appropriate decisions. (PSY 320, HS 350, HS 337, HS 354, HS 380, HS 390)
- Integrate clinical practice with health of the community and develop a strong foundation in communication in order to effectively disseminate diverse health issues to community leaders (HS 390, HS 305), health practitioners, politicians and the public at large. (Allied Health Science courses, HS 390, HS 380, HS 370)
- Understand the role of research in the dissemination of information in health promotion, disease prevention and health sciences. (HS 390, HS 380, HS 370, PSY 320 or MATH 310, Allied Health Courses)
- To understand and communicate principles of sound leadership (HS 350, MGMT 354, MGMT 352, MRKT 321)

### **Goal 3**

Develop lifelong learning skills necessary to be creative and effective citizens, professionals, and leaders in an ever-changing world.

#### **Objectives**

- Write grammatically and stylistically correct papers that reflect a review of relevant literature and/or integrate health related perspectives and experiences. (HS 305 and HS 350)
- Organize and participate in community events to improve the overall health of the community. (Allied Health courses, HS 499)

Health is widely acknowledged as a major growth industry, with employment opportunities forecast to continue their strong upward trends of recent years. Opportunities for advancement will be greatest for people with a baccalaureate degree.

Associate degree-prepared health profession majors and clinicians in the field who desire a baccalaureate degree have limited options to fulfill their educational goals. Graduates and clinicians from the health professions continually inquire about baccalaureate degree options to meet their busy professional lives. The Health Science degree is a specified course of study that would enhance a clinician's expertise and opportunities for advancement. The design of the Health Science curriculum is to prepare students for career paths in the health sector, including administration, management and health promoters in educational or clinical settings in a school, medical sales, pharmaceutical marketing and distribution, community or public health environments. Graduates from the Bachelor of Health Science program may qualify to enter graduate programs or professional health science areas such as physician assistant, physical therapy and public health.

The Bachelor of Science degree in Health Sciences is granted to students who complete the required program of study. These requirements include the basic General Education Requirements for all Bachelor of Science degree programs, required science and other supportive courses in the health science area. The degree is designed with two options:

- **Emphasis One:** Allows students who complete an Associate in an allied health field to select a degree that will strengthen and utilize the associate curriculum within the Health Science degree. There are four specific options in this emphasis area. Three are designed for graduates who complete a degree in Dental Hygiene, Radiology or Respiratory with the fourth area being for students who transfer with an Associate Allied Health Degree. Students who completed one of the aforementioned allied health programs may qualify for earned retro-credit.
- **Emphasis Two:** Is available for students who do not have a health profession background but would like to pursue a Bachelor of Health Science degree. As a major in BS Health Science, students will undertake a course of study that blends three areas of emphasis that is comprised not only of the Health Science (18 hours) General Education Requirements but includes courses in Business (21 hours) and the Life/Health Sciences (21-27 hours).

The courses in the curriculum are offered on campus as well as web based. The demand for this degree will be great among current students, past graduates and clinicians currently working in the health industry.

Students must pass all HS core and/or all affiliated dual prefix courses with a 'C' or higher to graduate.

## **Retro Credit Program**

Many Allied Health programs grant Associate degrees with 80+ credit hours. These students often desire to complete a Bachelor's degree to complement their professional career. Retro Credit is available for transfer students who graduated with an Associate degree in Dental Hygiene, Respiratory Therapy, Radiology, Nursing or a Paramedic certificate. The Bachelor of Health Science or Nursing degrees offers these students the ability to apply for Retro Credit to assist in meeting the Bachelor's degree requirement. In order to qualify for Retro Credit Health Science and Nursing majors must have graduated from an accredited program in dental hygiene, radiology, respiratory therapy, nursing, or paramedic, passed a national written board examination and currently be licensed to practice in at least one state.

The Retro Credit program will benefit students by transcribing up to 33 credit hours of upper division hours depending on the discipline in the semester the student will graduate. A fee is assessed based on the number of credit hours transcribed. This equates into a cost and time savings for students completing a Bachelor's degree. This program not only benefits transfer students but Missouri Southern alumni who graduated prior to upper division courses being a part of their curriculum.

A Bachelor's prepared healthcare professional is highly marketable for management/supervisory positions, state and federal sector employment, medical/dental sales, pharmaceutical representative and the ability to teach in the field. Therefore, graduates will have more career options available to them. Courses for these programs are available online so practicing clinicians can complete their Bachelor's degree at their pace from anywhere in the world.

**Bachelor of Science in Health Science ..... Major Code HS01****Dental Hygiene Option**

<b>General Education Requirements (p. 45) 47*</b>	<b>32</b>
<b>Health Sciences Core</b>	<b>21</b>
HS 305 Intercultural Communication*	3
HS 350 Fundamentals of Organizational Management	3
HS 312 Biomedical Ethics	3
MATH 310 Elementary Statistics (3)	
OR	
GB 321 Business Statistics (3)	
OR	
SOC 405 Social Science Statistics (3)	
OR	
PSY 320 Applied Statistics for Behavioral & Natural Science	3
HS 380 Epidemiology (3)	
OR	
HS 370 Environmental Health and Safety	3
HS 390 Health Care Systems	3
HS 402 Evidence Based Practice	3
<b>Dental Hygiene Requirements</b>	<b>74</b>
BIO 121 Anatomy and Physiology I *	4
BIO 221 Anatomy and Physiology II	5
BIO 231 General & Medical Microbiology	5
BIO 240 Radiation Biology	3
CHEM 120 Chemistry Allied Health Science*	5
PSY 100 General Psychology*	3
SOC 110 Introduction to Sociology *	3
DH 101 Fundamentals of Dental Hygiene	2
DH 103 Fundamentals of Dental Hygiene I-Lab	2
DH 105 Fundamentals of Instrumentation	2
DH 120 Medical Emergencies	1
DH 140 Dental Morphology	1
DH 150 Oral Histology and Embryology	3
DH 160 Dental Radiology Lecture	2
DH 165 Dental Radiology Lab	1
DH 190 Clinical Dental Hygiene I	4
DH 210 Pain Management	1
DH 220 Dental Materials	1
DH 225 Dental Materials Lab	1
DH 280 Periodontics I	2
DH 290 Clinical Dental Hygiene II	4
DH 295 Seminar in Dental Hygiene I	1
DH 300 Community Dental Health Education	3
DH 301 Community Health Practicum	1
DH 310 Nutrition	2
DH 320 Pharmacology	2
DH 340 Oral Pathology	3
DH 350 Periodontics II	2
DH 390 Clinical Dental Hygiene III	4
DH 395 Senior Seminar	1
<b>Electives Upper Division**</b>	<b>1</b>
<b>Total Hours</b>	<b>124</b>

\*Required courses satisfy major requirements and General Education Requirements. Both Sociology and Psychology are required. One course is built into the General Education Requirements and the other should be taken as a dental hygiene requirement.

\*\*Four hours of upper division electives needed after completion of the Dental Hygiene and Health Science Core. ENG 305 recommended to satisfy GER Area F2 to help meet upper division requirements.

Students who transfer with an Associate's Degree in Dental Hygiene may qualify for upper division retro-credit hours. See page 220 for details.

**Bachelor of Science in Health Science ..... Major Code HS06****Paramedic Option**

<b>General Education Requirements (p. 45) 46-47*</b>	<b>32</b>
<b>Health Sciences Core</b>	<b>21</b>
HS 305 Intercultural Communication*	3
HS 350 Fundamentals of Organizational Management	3
HS 312 Biomedical Ethics	3
MATH 310 Elementary Statistics (3)	
OR	
GB 321 Business Statistics (3)	
OR	
SOC 405 Social Science Statistics (3)	
OR	
PSY 320 Applied Statistics for Behavioral & Natural Science	3
HS 380 Epidemiology (3)	
OR	
HS 370 Environmental Health and Safety	3
HS 390 Health Care Systems	3
HS 402 Evidence Based Practice	3
<b>Paramedic Certificate Requirements</b>	<b>47</b>
PARA 101 Escaping Violent Encounters	1
PARA 220 Emergency Medical Technician	9
PARA 251 EMS Foundations	1
PARA 252 EMS Pharmacology	2
PARA 253 EMS Pathophysiology	2
PARA 254 Pulmonology	2
PARA 255 Paramedic Skills	3
PARA 256 Pre-Hospital Cardiology	4
PARA 272 Traumatology	4
PARA 273 Emergency Medical Care	3
PARA 275 Advanced Paramedic Skills	3
PARA 292 EMS Operations	1
PARA 293 Special Patient Populations	1
PARA 370 Clinical Practicum	4
PARA 390 Field Internship	6
PARA 395 EMS Seminar	1
<b>Additional Requirements</b>	<b>24</b>
BIO 121 Human Anatomy and Physiology I*	4
CHEM 120 Chemistry for Allied Health Sciences*	5
PSY 100 General Psychology*	3
HS 340 Theory & Practice Teaching Health Science	3
PARA 401 EMS Systems	3
PARA 402 EMS Leadership	3
PARA 411 EMS Research	3
<b>Total Hours</b>	<b>124</b>

\*Required course satisfies major requirements and General Education Requirements.

**Bachelor of Science in Health Science . . . . . Major Code HS02****Radiologic Technology Option**

<b>General Education Requirements (p. 45) 47* . . . . .</b>		<b>37</b>
<b>Health Sciences Core . . . . .</b>		<b>21</b>
HS 305	Intercultural Communication*	3
HS 350	Fundamentals of Organizational Management	3
HS 312	Biomedical Ethics	3
MATH 310	Elementary Statistics (3)	
	OR	
GB 321	Business Statistics (3)	
	OR	
SOC 405	Social Science Statistics (3)	
	OR	
PSY 320	Applied Statistics for Behavioral & Natural Science	3
HS 380	Epidemiology (3)	
	OR	
HS 370	Environmental Health and Safety	3
HS 390	Health Care Systems	3
HS 402	Evidence Based Practice	3
<b>Radiology Requirements . . . . .</b>		<b>64</b>
BIO 121	Anatomy and Physiology I*	4
BIO 221	Anatomy and Physiology II	5
BIO 240	Radiation Biology	3
PSY 100	General Psychology*	3
RAD 100	Basic Concepts in Radiology	3
RAD 101	Introduction to Radiology	3
RAD 110	Clinical Training I	2
RAD 111	Medical Terminology	3
RAD 132	Principles of Radiographic Exposure	4
RAD 142	Radiographic Positioning I	4
RAD 170	Radiologic Physics	3
RAD 210	Clinical Training II	2
RAD 241	Radiographic Positioning II	3
RAD 300	Clinical Training III	2
RAD 301	Image Critique and Quality Management	2
RAD 320	Radiographic Positioning III	3
RAD 340	Clinical Training IV	3
RAD 350	Patient Care & Radiation Protection	3
RAD 360	Clinical Training V	3
RAD 370	Advanced Topics in Radiology	3
RAD 399	Advanced Radiology	3
<b>Electives . . . . .</b>		<b>2</b>
<b>Total Hours . . . . .</b>		<b>124</b>

\*Required course satisfies major requirements and General Education Requirements. Student will need to select additional electives to meet the 124 credit hours for a bachelor degree.

Students who transfer with an Associate's Degree in Radiology may qualify for upper division retro-credit hours. See page 220 for details.

**Bachelor of Science in Health Science . . . . . Major Code HS03****Respiratory Therapy Option**

<b>General Education Requirements (p. 45) 46-47* . . . . .</b>		<b>39-40</b>
<b>Health Sciences Core . . . . .</b>		<b>21</b>
HS 305	Intercultural Communication*	3
HS 350	Fundamentals of Organizational Management	3
HS 312	Biomedical Ethics	3
MATH 310	Elementary Statistics (3)	
	OR	
GB 321	Business Statistics (3)	
	OR	
SOC 405	Social Science Statistics (3)	
	OR	
PSY 320	Applied Statistics for Behavioral & Natural Science	3
HS 380	Epidemiology (3)	
	OR	
HS 370	Environmental Health and Safety	3
HS 390	Health Care Systems	3
HS 402	Evidence Based Practice	3
<b>Respiratory Requirements . . . . .</b>		<b>61</b>
BIO 121	Anatomy and Physiology I*	4
RESP 101	Respiratory Therapy Foundations	3
RESP 102	Cardiopulmonary Sciences	3
RESP 105	Cardiopulmonary Anatomy and Physiology	3
RESP 107	Respiratory Therapy Procedures	3
RESP 108	Respiratory Procedures Lab	3
RESP 120	Cardiopulmonary Pathology	3
RESP 125	Respiratory Therapy Clinical I	3
RESP 129	Cardiopulmonary Pharmacology	3
RESP 222	Introduction to Mechanical Vent	4
RESP 226	Cardiopulmonary Diagnostic	3
RESP 239	Respiratory Therapy Clinical II	5
RESP 307	Cardiopulmonary Assessment	6
RESP 311	Neonatal/Pediatric Care	3
RESP 312	Mechanical Ventilation	3
RESP 313	Alternate Site Respiratory Therapy	3
RESP 340	Advanced Level Clinical Practice	5
RESP 341	Research, Issues, Methods	1
<b>Electives** . . . . .</b>		<b>2-3</b>
<b>Total Hours . . . . .</b>		<b>124</b>

\*Required courses satisfy major requirements and General Education Requirements.

\*\*HS 499 Independent Study upper division elective(s) available after completion of the Respiratory and Health Science Core.

Students who transfer with an Associate's Degree in Respiratory Care may qualify for upper division retro-credit hours. See page 220 for details.

**FOR MORE INFORMATION ON HEALTH SCIENCES, OR ANY OF THE DEGREES/COURSES LISTED ABOVE, CONTACT:**

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**OR CHECK OUT [MSSU.EDU/HEALTH-SCIENCES](http://MSSU.EDU/HEALTH-SCIENCES)**

# Bachelor of Science in Health Science ..... Major Code HS05

## Business / Life-Health Science Option

### General Education Requirements (p. 45) 46-47\* .....35

### Health Sciences Core ..... 21

HS 305 Intercultural Communication\* ..... 3

HS 350 Fundamentals of Organizational Management ..... 3

HS 312 Biomedical Ethics\*\* ..... 3

MATH 310 Elementary Statistics (3)

OR

GB 321 Business Statistics (3)

OR

SOC 405 Social Science Statistics (3)

OR

PSY 320 Applied Statistics for Behavioral and Natural Science ... 3

HS 380 Epidemiology (3)

OR

HS 370 Environmental Health and Safety ..... 3

HS 390 Health Care Systems ..... 3

HS 402 Evidence Based Practice ..... 3

### Health Science Business Emphasis Requirements

Minor in General Business (p. 182) 21\*\* ..... 18

### Life/Health Science Requirements ..... 20-23

BIO 121 Human Anatomy and Physiology I\* .....4

AND

BIO 221 Human Anatomy and Physiology II .....5

OR

BIO 101 General Biology\* .....4

AND

BIO 201 Human Anatomy .....4

AND

BIO 301 Human Physiology .....4

KINE 385 Nutrition for Human Development .....3

RAD 111 Medical Terminology .....3

CHEM 120 Chemistry for Allied Health\* .....5

Electives .....27-30

Total Hours .....124

\*Required course satisfies major requirements and General Education Requirements. For Area E-2 of Core take ECON 201.

\*\*HS 350 Fundamentals of Organizational Management included in Health Science Core.

9-13 hours of Upper Division electives required after completing Core listed above. ENG 305 recommended to satisfy General Education Requirement Area F2 to help meet upper division requirements.

## COURSE DESCRIPTIONS: HEALTH SCIENCE

### HS 0111 • Medical Terminology

Fall, Spring & Summer • 3 Credit Hours

The language of medicine, especially as related to radiology, through a comprehensive study of the more common medical roots, prefixes and suffixes. Relates medical roots to everyday English words. A survey of medical diseases and surgical terms is included. This particular course is recommended for pre-radiology students. Three hours lecture per week. Cross-listed as RAD 111.

### HS 0210 • Success in Health Profession Programs

Spring & Summer • 1 Credit Hour

This is an introductory course to assist students in preparing to be successful in one of the health profession majors. The course will help students develop their critical thinking, problem solving and the test taking skills necessary to succeed in these programs. Students learn to assess their own character and skills in preparation for entering a health career program.

### HS 0305 • Intercultural Communication

Fall, Spring & Summer • 3 Credit Hours

Analysis of variables influencing communication among peoples from different cultures. Emphasis on developing interpersonal skills needed in multicultural encounters. Prerequisite: COMM 100. Cross-listed as COMM 305.

### HS 0312 • Biomedical Ethics

Fall, Spring & Summer • 3 Credit Hours

A comprehensive investigation of ethical problems relating to health care and the practice of medicine, including study of such issues as euthanasia and the right to die, abortion, confidentiality, patient rights and professional responsibilities, allocation of medical resources and medical experimentation. Prerequisites: ENG 101 and 102 or ENG 111. Cross-listed as PHIL 312.

### HS 0340 • Theory & Practice Teaching Health Science

Demand • 3 Credit Hours

Provide the methodological basis for making pedagogical decisions concerning lesson design and presentation. Microteaching provides an opportunity to practice methods and techniques for teaching. Short teaching episodes are prepared, taught and analyzed via video-tape. The basic concern is with the demonstration of effective teaching skills as enumerated in the outline.

### HS 0350 • Fundamentals of Organizational Management

Fall, Spring & Summer • 3 Credit Hours

A study of the fundamentals and functions of organizational management including planning, decision making, organization, leading, and controlling from individual and group behavior perspectives. Prerequisites: Junior standing and ENG 101/102 or equivalent. Cross-listed as MGMT 350.

## FOR MORE INFORMATION ON HEALTH SCIENCES, OR ANY OF THE DEGREES/COURSES LISTED ABOVE, CONTACT:

**Alan Schiska**  
Chair, Radiology Technology  
Health Sciences Building 325  
417.625.3118 • schiska-@mssu.edu

**Glenda Pippin**  
Chair, Respiratory Therapy  
Health Sciences Building 325  
417-659-4405 • pippin-g@mssu.edu

**Dr. Jennifer Dennis**  
Chair, Biology & Environmental Health  
Reynolds Hall 215  
417.625.3569 • dennis-j@mssu.edu

**OR CHECK OUT MSSU.EDU/HEALTH-SCIENCES**

## **COURSE DESCRIPTIONS: HEALTH SCIENCE (CONTINUED)**

### **HS 0370 • Environmental Health and Safety**

**Fall, Spring & Summer • 3 Credit Hours**

A survey of environmental health and safety issues, problems and protection measures, including public health disease prevention, injury prevention and environmental health hazard mitigation. Three lectures per week. Prerequisite: BIO/EH 101 or BIO 105 or BIO 110 or BIO 121. A chemistry course is recommended. Cross-listed as BIO 370 and EH 370.

### **HS 0380 • Epidemiology**

**Fall & Spring • 3 Credit Hours**

Introduction to the concepts, principles and methods generally useful in the surveillance and investigation of communicable disease outbreaks. Three hours of lecture per week. Prerequisites: BIO 101 or 105 or 110 or 121. Cross-listed as BIO 380 and EH 380.

### **HS 0390 • Health Care Systems**

**Fall, Spring & Summer • 3 Credit Hours**

This course incorporates a discussion of the three major health care systems that have evolved in the United States, the impact of diseases on systems development, how financing has influenced the structure and effect on access to care. Three lecture hours a week. Prerequisites: ECON 180, PSC 120, PSY 100 or SOC 110.

### **HS 0402 • Evidence Based Practice**

**Fall, Spring & Summer • 3 Credit Hours**

This course focuses on preparing students to engage in evidence-based practice. Students will learn to study current literature and evaluate research. Additionally students will gain the skills necessary for integrating new information into his/her role as a health care provider. Three hour lecture per week. Prerequisites: GB 321, Math 310, PSY 320, or SOC 405.

### **HS 0499 • Independent Study**

**Demand • 1-3 Credit Hours**

Individually directed study for advanced majors in the areas of health science. The advisor with approval of the department head structures the independent study course. Prerequisite: Upper division standing with an overall GPA of 3.0 or above. The advisor, the department head and the dean of the school must approve registration in the course.



## **MEDICAL LABORATORY SCIENCE**

### **FACULTY:**

**Archer-Chair, Garoutte & Summerfield  
Reynolds Hall 210 • 417.625.9376**

The Bachelor of Science degree with a Major in Medical Laboratory Science is sometimes referred to as three-plus-one, meaning that the student takes a three-year pre-clinical program at MSSU, followed by one year (32 credits) of clinical work at an accredited hospital school. The pre-clinical studies include the General Education Curriculum and science and other support courses required for all Bachelor of Science degree programs. The Medical Laboratory Science program advisers are in the Department of Chemical and Physical Sciences. The completion of a Bachelor's degree is required before an individual is eligible to take the certifying examination.

Missouri Southern has affiliation agreements with the following clinical schools:

- Mercy Hospital – Joplin School of Medical Laboratory Science
- CoxHealth School of Medical Technology, Springfield, MO
- Baptist Health School of Medical Technology, Little Rock, Arkansas
- North Kansas City Hospital School of Clinical Laboratory Science

If a student wishes to attend an accredited school of medical laboratory science with which the University has no formal agreement, the Vice President for Academic Affairs can negotiate an agreement for the individual student.

Students should be aware that enrollment in professional schools is limited. Each of the professional schools has its own admission criteria and selects those students to be admitted to a class from the applicants for that class. In general, this selection is based on the academic record and demonstrated aptitude for the medical field. Students are responsible for filing their own application for admission with the professional schools. Application should be made to the professional school during the early fall of the junior year or approximately 10 months prior to the expected entrance date. It is strongly suggested that the student contact the Director of the program at the desired hospital early in their sophomore year to determine the exact application procedure.

A student may enroll in the professional courses either at the hospital-based school or through Missouri Southern, depending on the policies of the hospital-based school. Students enrolled at the hospital-based school are not considered members of the Missouri Southern student body, since the hospital-based school in such cases is considered as any other accredited institution of higher education. A student enrolling through Missouri Southern is considered a member of the University student body and is therefore eligible for benefits offered all students. The weekly time requirements for the professional medical technology courses (400 level) listed are based on the minimum requirements for a course meeting for a normal academic term for a minimum of 16 weeks. Actual scheduling of classes may vary according to custom of the individual professional school to meet these minimum total hour requirements.

Students in this major whose career goals change or are unsuccessful in gaining admission to a professional training program are ideally suited to complete another science major with virtually no loss of academic credits.

## Bachelor of Science with a Major in Medical Laboratory Science

Major Codes.....ML00, ML01

<b>General Education Requirements (p. 45) 46-47*.....</b>		<b>35</b>
<b>Biology Requirements .....</b>		<b>25-27</b>
BIO 121	Human Anatomy and Physiology I** .....	4
BIO 221	Human Anatomy and Physiology II* .....	5
BIO 231	General and Medical Microbiology* .....	5
BIO 305	Genetics* .....	4
BIO 456	Immunology* .....	4
And one of the following three courses:		
BIO 362	Virology* .....	3
BIO 442	Pathogenic Bacteriology* .....	5
BIO 308	Pathophysiology* .....	4
<b>Chemistry Requirements .....</b>		<b>25</b>
CHEM 151	General Chemistry I* .....	5
CHEM 152	General Chemistry II* .....	5
CHEM 201	Analytical Chemistry I* .....	5
CHEM 301	Organic Chemistry I* .....	5
CHEM 350	Biochemistry* .....	3
CHEM 355	Biochemical Techniques .....	2
<b>Other Requirements .....</b>		<b>12</b>
PHYS 151	Elementary College Physics I* .....	5
MATH 140	Algebra and Trigonometry .....	5
BIO 303	Computer Applications in Biology .....	2
400 Level	Medical Lab Science Courses (at Hospital) .....	32
<b>Total Hours .....</b>		<b>129-131</b>

\*See course descriptions for prerequisites.

\*\*Required biology, physics and mathematics courses simultaneously satisfy General Education Requirements and major requirements.

*For additional  
information contact:*

**Dr. Marsi E. Archer,**  
**Department Chair • Reynolds Hall 213**  
**417.625.9541 • archer-m@mssu.edu**

**Dr. Michael Garoutte**  
**Reynolds Hall 241**  
**417.625.9579 • garoutte-m@mssu.edu**

**Dr. John Summerfield**  
**Reynolds Hall 208**  
**417.625.9717 • summerfield-j@mssu.edu**

**OR CHECK OUT [MSSU.EDU/ACADEMICS/  
PROGRAMS/MEDICAL-TECHNOLOGY](http://MSSU.EDU/ACADEMICS/PROGRAMS/MEDICAL-TECHNOLOGY)**

## ***COURSE DESCRIPTIONS:*** ***MEDICAL LABORATORY SCIENCE***

### **MT 0401 • Clinical Chemistry**

**Spring • 10 Credit Hours**

Analytical and theoretical aspects of the clinical biochemistry of body fluid constituents utilizing both manual and instrumental techniques, including automation and special procedures. Five hours lecture, twenty hours clinic/lab per week.

### **MT 0402 • Clinical Microscopy**

**Spring • 1 Credit Hour**

Principles and techniques of the physical, chemical and microscopic examination of urine and other excrete as related to disease processes. One hour lecture, clinic by arrangement.

### **MT 0403 • Clinical Hematology**

**Spring • 6 Credit Hours**

The cellular elements of blood and bone marrow; theory of cell production, release and survival; morphological characteristics of normal and abnormal cells; quantitative and qualitative abnormalities. Principles and techniques involved in the study of hemostasis, blood coagulation and hemorrhagic disorders. Three hours lecture, twelve hours clinic/lab per week.

### **MT 0404 • Clinical Serology - Immunology**

**Spring • 3 Credit Hours**

The science of immunity including antibody development, principles of antigen-antibody interactions and techniques of serological testing for various disease states. Three hours lecture, twelve hours clinic/lab per week.

### **MT 0405 • Clinical Microbiology**

**Spring • 7 Credit Hours**

Sterile technique, methods of handling and inoculating specimens containing pathogenic micro-organisms, isolation and identification of pathogenic micro-organisms, laboratory tests in chemotherapy and diagnostic bacteriology, mycology and parasitology. Four hours lecture, twelve hours clinic/lab per week.

### **MT 0406 • Clinical Immunohematology - Blood Bank**

**Spring • 3 Credit Hours**

Blood group systems and the immune response. Methods of cross matching, antibody screening and phenotyping. Administrative safeguards and legal aspects of blood banking. Proper clinical utilization of blood components. One hour lecture, eight hours clinic/lab per week.

### **MT 0407 • Special Topics in Medical Technology**

**Spring • 2 Credit Hours**

Lecture and/or clinical practice in the areas of in-service education, management and supervision, research and development and principles and techniques of the instructional process. Lecture and labs to be arranged.

# NURSING

**FACULTY:**

**Korvick - Chair, Ayton, Blanton, Corcoran, Eller, Fauss, Hempsmyer, Hill, Jackson, Linder, Madsen and Ogle**  
**Health Sciences Building 243 • 417.625.9322**

**Mission**

Provide contemporary nursing education at the undergraduate and graduate levels. Improve healthcare in culturally diverse local and global communities through excellence in nursing education, practice and service.

**Nursing Program**

The Bachelor of Science degree Nursing Program provides intensive preparation for the first-time entering student, baccalaureate degree graduate, licensed practical nurse seeking licensure as a registered nurse and for the registered nurse pursuing baccalaureate education in the nursing discipline.

The program is based on the Betty Neuman Systems Model, emphasizing Person, Health, Environment and Nursing. General Education Requirements and required support courses augment nursing courses in preparing a professional nurse who is able to function at the client's side in a diverse health-care delivery system. The program has full approval by the Missouri State Board of Nursing, PO Box 656, Jefferson City MO, (573) 751-0681.

**Application for Registered Nurse Licensure in Missouri**

According to Section 335.066 Missouri Nursing Practice Act (1-16), granting of the nursing baccalaureate degree does not guarantee eligibility to sit for the licensure examination or guarantee issuance of a license to practice nursing in the state of Missouri. For eligibility requirements to apply, write the National Council Licensure Examination for Registered Nurses (NCLEX-RN) as specified in section 335.046-1 of the Missouri Nursing Practice Act. In addition, the applicant should: 1) be of good moral character; 2) have completed high school or equivalent; 3) have successfully completed basic professional curriculum in accredited school of nursing. Section 335.066, Missouri Nursing Practice Act (1-16), provides rules for denial, revocation or suspension of license and grounds for civil immunity. The Board may refuse to issue any certificate of registration or authority and permit or license stated in subsection two of this section. Detailed information may be obtained through the Missouri State Board of Nursing Website – [www.pr.mo.gov/nursing.asp](http://www.pr.mo.gov/nursing.asp)

Completion of the nurse education program does not guarantee eligibility to take the licensure examination.

The program is nationally accredited by The Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE Suite 850, Atlanta, GA 30326, Phone 404-975-5000 and Fax 404-975-5020.

**Department of Nursing Program Objectives**

- Offer a nationally accredited Baccalaureate Degree in Nursing.
- Enhance higher order thinking, communication, research and therapeutic interventions in the practice of professional nursing.
- Promote lifelong learning activities for personal and professional development.
- Furnish a foundation for management and leadership roles in nursing.
- Prepare graduates to use Standards of Clinical Nursing Practice in a variety of settings.
- Provide a foundation for graduate education studies in nursing.
- Promote empathy for the values and perspectives of diverse cultures including an awareness of international and multicultural influences in nursing.

**Graduate Outcomesv**

Upon completion of the program the graduate will:

- Apply the Neuman systems model in the promotion of the person's optimal systems stability.
- Promote health by empowering the person through health education.
- Provide self-directed contemporary health care through application of the nursing process.
- Practice within the professional standards of care.

- Use current technologies in providing culturally sensitive care through primary, secondary and tertiary prevention.
- Manage health care delivery through coordination, collaboration and delegation.
- Integrate communication strategies in interacting with the person.
- Apply nursing and health related research to nursing practice.

**Admission Criteria**

1. Continuous enrollment, readmission or admission to the University as a transfer student.
2. Cumulative GPA of 2.5 minimum based upon completion of freshman and sophomore courses listed in the suggested order of study.
3. Completion of the following required support courses with a grade of 'C' or higher:
 

BIO 121	Anatomy and Physiology I
BIO 221	Anatomy and Physiology II
BIO 231	General and Medical Microbiology
CHEM 120	Chemistry for Allied Health Sciences
BIO 308	Pathophysiology
KINE 385	Nutrition for Human Development
4. All courses from the Suggested Order of Study must be completed prior to entering the nursing major at the junior level.
5. Criminal Record check
6. State of Missouri Caregiver Background Screening
7. Drug/Alcohol Screen
8. Physical examination with health requirements documented
9. Non-refundable application fee

RSMO 660.317 prohibits a hospital from knowingly allowing those guilty of Class A and B felonies as defined by state law to give care to clients in the agency. Missouri Southern State University students are assigned to do clinical practice in cooperating hospitals and the Department is in agreement that students must meet these requirements. Results of a personal criminal history record check and caregiver background screening must be on file prior to fall semester of the Junior Year of nursing courses. Applicants who have been found guilty and/or listed on background check lists in the Family Care Safety Registry pursuant to sections 210.900 to 210.937, RSMo of Class A and B felonies will be ineligible to enter the program.

**ADMISSION TO THE PROGRAM IS COMPETITIVE.**

Applicants must demonstrate evidence of personal characteristics and integrity that indicate high probability of successful degree completion and must meet application criteria necessary to complete the National Council Licensure Examination (NCLEX-RN).

Application, readmission and transfer forms and criteria are available from the Department of Nursing.

Deadline for Department of Nursing application and Missouri Southern State University transcript is January 31.

The applicant is responsible for verifying that the Missouri Southern State University transcript contains all transcripted courses from other colleges and universities prior to the application deadline and submitting the Missouri Southern State University transcript to the Department of Nursing by the stated deadline.

Students who meet all admission criteria and have completed the Suggested Order of Study for the Bachelor of Science Degree in Nursing at Missouri Southern State University will be given preference in admission.

Progression policies: Refer to the Department of Nursing Student Handbook for progression policies. The Department of Nursing Student Handbook can be accessed at [www.mssu.edu/academics/technology/nursing](http://www.mssu.edu/academics/technology/nursing).

**Freshman Option: Direct Provisional Admission (DPA)**

Students entering as first time freshmen to Missouri Southern State University will have the opportunity to receive direct provisional admission to the nursing program based upon the following criteria:

1. Meet all requirements for regular admission to Missouri Southern State University as a first-time freshman.
2. ACT composite score of 25 or higher.
3. Maintain a 3.0 GPA in required courses each semester with a grade of 'C' or above (refer to catalog for required courses).

- Meet all other requirements for admission to nursing major prior to matriculation.

### Admission of Baccalaureate Degree Applicants

Applicants holding a baccalaureate degree from a regionally accredited institution are considered by the University as having completed the General Education Requirements. Degreed nursing applicants must meet all stated admission requirements.

Required support courses for admission into the nursing major including natural area physical sciences courses requiring a grade of 'C' or higher are as follows:

BIO 121	Anatomy and Physiology I	4
BIO 221	Anatomy and Physiology II	5
BIO 231	General and Medical Microbiology	5
CHEM 120	Chemistry for Allied Health Sciences	5
BIO 308	Pathophysiology	4
KINE 385	Nutrition for Human Development	3
Total		26

### Admission of Registered Nurses (RNs)

Registered nurses are admitted to the University as graduates of Southern's Associate Degree Nursing Program or as transfer students. In addition to the program admission requirements, registered nurses must also meet the following requirements:

- Graduation from a state-approved and Accreditation Commission for Education in Nursing (ACEN) accredited associate degree or diploma nursing program. Registered nurse applicants from non-ACEN accredited nursing programs must complete NURS 301: Transitions in Nursing and attain a GPA of 3.0 in the first semester of coursework in order to be granted regular admission status.
- Current registered nurse licensure or eligibility in the state of Missouri.
- Upon successful completion of NURS 301: Transitions in Nursing, 3 credit hours, validation of 31 credit hours of nursing knowledge will be transcribed for credit as follows:
 

NURS 310	Health Assessment and Technologies	5 cr
NURS 330	Adult Nursing I	3 cr
NURS 335	Adult Nursing II	4 cr
NURS 340	Nursing Care of the Childbearing Family	4 cr
NURS 360	Mental Health Nursing	4 cr
NURS 380	Nursing Care of the Child and Family	5 cr
NURS 400	Complex Nursing	6 cr

An assessment fee per credit hour will be charged to the student's account.

- The RN has an option to challenge NURS 305 Pharmacology in Nursing (3 credit hours) and NURS 370 Gerontologic Nursing (3 credit hours) through departmental examination. An assessment fee per departmental examination must be paid in advance of the examination.

### Admission of Licensed Practical Nurses (LPNs)

Licensed Practical Nurses (LPNs) are admitted to the University as first-time (generic) or transfer students. LPN applicants must meet all University and program requirements for admission. The LPN has the option to challenge 11 credit hours for NURS 305 Pharmacology in Nursing, NURS 310 Health Assessment and Technologies, and NURS 370 Gerontologic Nursing through departmental examination. An assessment fee per departmental examination must be paid in advance of the examination.

Transfer Policy for Students from a Baccalaureate Degree Nursing Program:

- All program admission criteria must be met.
- A letter of reference is required from the Dean or Director of the nursing program previously attended stating the student left in good standing and is eligible for readmission.
- Transfer courses will be evaluated for course equivalency at Missouri Southern on an individual basis.
- Nursing courses with a clinical component must be fully met.
- Transfer is based on space availability.

### Special Fees

In addition to all established fees for University students, special laboratory fees are assessed for:

- Fall semester Junior Year – NURS 310  
Nursing Assessment and Technologies ..... \$685.00
- Spring Semester Junior Year – NURS 380

Nursing Care of the Child and Family	\$800.00
• Fall semester Senior Year – NURS 430 Advanced Health Assessment	\$1110.00
• Spring Semester Senior Year – NURS 450 Community Health Nursing	\$470.00

Other costs incurred during the program include, but are not limited to: required nurse bag equipped for courses, uniforms, pins, standardized examination fees, graduation fees, licensing examination fees, hepatitis series, current immunizations, etc. An estimated cost sheet for nursing students is available in the Department of Nursing.

## Bachelor of Science Degree - Nursing

### Nursing Applicant - NU01 ..... Major Code - NU00

#### General Education Requirements (p. 45) 46-47\*.....32

#### Nursing Major Requirements ..... 94-97

(See Course Descriptions for prerequisites)

BIO 121	Anatomy and Physiology I*	4
CHEM 120	Chemistry for Allied Health Sciences* (5)	
	OR	
CHEM 151	General Chemistry I*	5
PSY 100	General Psychology*	3
ECON 101, ECON 201 or ECON 202*		3

#### Pre-Nursing Requirements

BIO 221	Anatomy and Physiology II	5
BIO 231	General and Medical Microbiology	5
BIO 308	Pathophysiology	4
KINE 385	Nutrition for Human Development (3)	
	OR	
DH 310	Nutrition	3
CIS 105	Introduction to Microcomputer Use (3)	
	OR	
MGMT 237	Using information Systems (3)	
	OR	
CIS 305	Microcomputer Applications	3

#### Nursing Major Requirements

NURS 301	Transitions in Nursing (RNs only)+	3
NURS 305	Pharmacology in Nursing^#	3
NURS 310	Health Assessment and Technologies^+	5
NURS 330	Adult Nursing I+	3
NURS 335	Adult Nursing II+	4
NURS 340	Nursing Care of the Childbearing Family+	4
NURS 360	Mental Health Nursing+	4
NURS 370	Gerontologic Nursing^#	3
NURS 380	Nursing Care of the Child and Family+	5
NURS 400	Complex Nursing+	6
NURS 420	Nursing Ethics	3
NURS 430	Advanced Health Assessment	3
PSY 320	Applied Statistics (3)	
	OR	
MATH 310	Elementary Statistics (3)	
	OR	
GB 321	Business Statistics (3)	
	OR	
SOC 305	Social Science Statistics	3
NURS 450	Community Health Nursing	5
NURS 460	Nursing Research	3
NURS 470	Nursing Management and Leadership	5

#### Total Hours ..... 126-129

\*Satisfies the General Education Requirements. MATH 130 is required for General Education Requirement Area C.

+RNs only. Complete NURS 301 Transitions in Nursing with a grade of "C" and receive credit for NURS 310, 330, 335, 340, 360, 380 and 400.

^Credit by department examination for Licensed Practical Nurses (fee assessed).

#Credit by department examination for Registered Nurses (fee assessed).

**Minors**

Minors in supportive disciplines are available to nursing students. See requirements for the following suggested (but not exclusive) minors: Informatics, Business, Spanish, etc.

**Americans with Disabilities Act Implications**

Students are required to have completed a physical examination/health verification after conditional admission to the nursing program. Students will be required to demonstrate physical and/or emotional fitness to meet the essential requirements of each course in the program. Such essential requirements include freedom from communicable diseases, the ability to perform certain physical tasks and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Core performance standards for admission and progression which comply with the Americans with Disabilities Act of 1990 are available in the office of the Department of Nursing.

## COURSE DESCRIPTIONS: NURSING

**NURS 0301 • Transitions in Nursing****Fall • 3 Credit Hours**

This course will assist the Registered Nurse student to examine the role of a baccalaureate degree prepared nurse in a changing health-care environment. The student will have the opportunity to integrate current nursing practice, philosophy, concepts and theories into his/her professional practice. Offered online only. Prerequisite: Admission to the nursing program and registered nurse licensure.

**NURS 0302 • Herbal and Complementary Therapies****Fall (Demand) • 3 Credit Hours**

Herbal and Complementary Therapies is a course designed to enhance the learner's understanding and appreciation of universal alternative and holistic approaches to health. "Nontraditional" treatment methods that comprise complementary therapies include herbal medicine, homeopathy, naturopathy, therapeutic massage and acupuncture. One 3-hour lecture per week. Prerequisite: BIO 101.

**NURS 0305 • Pharmacology in Nursing****Fall • 3 Credit Hours**

This course is designed to introduce the nursing student to essentials of basic and clinical pharmacology in preparation for application with patient populations in a clinical setting. The student will focus on the commonalities of drug classifications related to the physiologic systems of clients during the life span. Concurrent and subsequent courses will provide opportunity for clinical application of principles of pharmacology taught in this course. Prerequisite: Admission to the nursing program and concurrent with NURS 310, NURS 330 and NURS 335 (Concurrent enrollment in NURS 301 is required for RNs).

**NURS 0310 • Health Assessment and Technologies****Fall • 5 Credit Hours**

Incorporates a systematic approach to basic health assessment and application of basic nursing interventions for the person with limited variances in health. Three hours lecture and six hours lab per week. Prerequisite: Admission to the nursing program and concurrent with NURS 305, NURS 330 and NURS 335.

**NURS 0330 • Adult Nursing I****Fall • 3 Credit Hours**

This course focuses on beginning concepts in nursing practice and variances in health of adults with common health problems. Emphasis is on application of the nursing process in secondary prevention. Four (4) hours lecture per week for the first half of term of the fall semester concurrent with nine (9) hours clinical per week for the first half of term of the fall semester. Prerequisite: Admission to the nursing program and concurrent with NURS 305 and NURS 310. This course precedes NURS 335 that is offered in the second half of term of the fall semester.

**NURS 0335 • Adult Nursing II****Fall • 4 Credit Hours**

NURS 335 builds on the concepts of NURS 330 and expands on nursing practice regarding variances in health of adults with common health problems. Emphasis is on application of the nursing process in secondary prevention. This course is taught in the second half of term of the fall semester with four (4) hours lecture per week, and nine (9) hours clinical per week for the second half of term of the fall semester. Prerequisite: Admission to the nursing program, successful progression from NURS 330 with minimum grade of "C" and concurrent with NURS 305 and NURS 310.

**NURS 0340 • Nursing Care of the Childbearing Family****Spring • 4 Credit Hours**

Focuses on health promotion of the developing family and nursing care of the maternity client with variances of health. Four (4) credit hours. Three (3) hours of lecture and three (3) hours clinical per week. Prerequisites: NURS 305, NURS 310, NURS 330 and NURS 335 with a minimum GPA of 2.5 and concurrent with NURS 360, NURS 370, and NURS 380.

**NURS 0360 • Mental Health Nursing****Spring • 4 Credit Hours**

Focuses on assessment, promotion of mental health and care of the person with variances in mental health. Use of therapeutic communication and the nurse-client relationship are emphasized. Two hours lecture, six hours of clinical per week. Prerequisites: Minimum 2.5 GPA in prior semester in NURS 305, NURS 310, NURS 330 and NURS 335 and concurrent with NURS 340, NURS 370 and NURS 380.

**NURS 0370 • Gerontologic Nursing****Spring • 3 Credit Hours**

Focuses on the normal aging process and common health variances of the older person. Three hours lecture per week. Prerequisites: Minimum 2.5 GPA in prior semester in NURS 305, NURS 310, NURS 330 and NURS 335 and concurrent with NURS 340, NURS 360 and NURS 380 or RN status with permission of instructor.

**NURS 0380 • Nursing Care of the Child and Family****Spring • 5 Credit Hours**

Focuses on health promotion of the developing family and nursing care of the pediatric client with variances of health. Five (5) credit hours. Three (3) hours of lecture and six (6) hours of clinical per week. Prerequisites: NURS 305, NURS 310, NURS 330 and NURS 335 with a minimum GPA of 2.5 and concurrent with NURS 340, NURS 360 and NURS 370.

**NURS 0400 • Complex Nursing****Fall • 6 Credit Hours**

Focuses on the nursing care of persons with complex variances in health in acute care and rehabilitation settings. Three hours lecture, nine hours of clinical per week. Prerequisites: Minimum of 2.5 GPA in prior semester in NURS 340, NURS 360, NURS 370, and NURS 380 and minimum score of 850 on Evolve MC-1 or MC-2 test and concurrent with NURS 420 and NURS 430.

**NURS 0420 • Nursing Ethics and Informatics****Fall • 3 Credit Hours**

Focuses on the process of ethical decision making. Ethical issues confronting the professional nurse including issues related to informatics in healthcare are explored. Three hours lecture per week. Prerequisites: Minimum 2.5 GPA in prior semester in NURS 340, NURS 360, NURS 370 and NURS 380 and minimum score of 850 on Evolve MC-1 or MC-2 and concurrent with NURS 301 (RNs), NURS 400 and NURS 430.

**NURS 0430 • Advanced Health Assessment****Fall • 3 Credit Hours**

The emphasis of advanced health assessment will be refining abilities to utilize techniques to assess, identify and describe variances from normal. Two hours lecture, three hours of lab per week. Prerequisites: Minimum of 2.5 GPA in prior semester in NURS 340, NURS 360, NURS 370 and NURS 380 and minimum score of 850 on Evolve MC-1 or MC-2 test and concurrent with NURS 400 and NURS 420.

## COURSE DESCRIPTIONS: NURSING (CONTINUED)

### NURS 0450 • Community Health Nursing

Spring • 5 Credit Hours

Concepts and methods for assessment of community strengths and health needs will be analyzed to improve the overall health status of the person and aggregates. Three hours lecture, six hours of clinical per week. Prerequisites: Minimum 2.5 GPA in prior semester in NURS 400, NURS 420 and NURS 430 and concurrent with NURS 460 and NURS 470.

### NURS 0460 • Nursing Research

Spring • 3 Credit Hours

Emphasizes evaluation of nursing research, utilization of research findings in the clinical setting and assisting in the conduct of research. Three hours of lecture per week. Prerequisites: PSY 320, minimum 2.5 GPA in prior semester in NURS 400, NURS 420 and NURS 430 and concurrent with NURS 450 and NURS 470.

### NURS 0470 • Nursing Management and Leadership

Spring • 5 Credit Hours

Emphasis is on nursing management and organization, nursing leadership skills and resource allocation. Three hours lecture and six hours clinical per week. Prerequisites: Minimum 2.5 GPA in prior semester in NURS 400, NURS 420 and NURS 430 and concurrent with NURS 450 and NURS 460.

### NURS 0498 • Advanced Topics in Nursing

Demand • 1-3 Credit Hours

Special topic or topics not normally included in another course. Prerequisites: Upper division standing; additional requirements will be stipulated in the syllabus of the course.

**For additional information on the  
Nursing Program contact:**

**Dr. Lynn Korvick**

**Health Sciences Building 245**

**417.625.9630 • Korvick-L@mssu.edu**

**For additional information on the  
Paramedic Program contact:**

**Brett Peine**

**Health Sciences Building 319**

**417.625.3020 • Peine-B@mssu.edu**

## PARAMEDIC

**FACULTY:**

Peine - Chair, Torix

**Health Sciences Building 325 • 417.625.3020**

### Mission

The mission of the Missouri Southern State University Department of Emergency Medical Services is to educate and graduate an EMS professional who is a competent entry-level practitioner. The program is designed to develop and promote conceptual, technical, contextual, integrative and adaptive competence so that graduates are well-rounded in all phases of professional behavior. Graduates will be prepared to enter the health professions workforce and be eligible for licensure, certification and advanced education.

The School of Health Sciences and the Department of Emergency Medical Services offer certificate programs preparing students to challenge the National Registry examinations. The program is closely integrated with area Emergency Medical Services and area Trauma Centers. Classroom instruction is supplemented by laboratory, scenario-based practicals and high-fidelity simulation. Students also gain patient care experience during clinical and field rotations. The clinical training is arranged through area hospitals and advanced life support ambulance services. The program meets through three consecutive semesters beginning each fall semester.

Students seeking admission to the program are encouraged to apply early, as admission preference is given to those submitting a completed application packet by July 1st. Students should contact the Director of Emergency Medical Services for more information. Special book and equipment fees for this program. Visit [www.mssu.edu/ems](http://www.mssu.edu/ems) for additional information.

### Statement of Accreditation

The MSSU Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP). For more information contact:

Commission in Accreditation of Allied Health Education Programs  
1361 Park Street, Clearwater FL 33756 or call 727.210.2350

### Admission Criteria

1. Must be 18 years of age before first class.
2. High school graduation diploma or its equivalent.
3. Possession of current State of Missouri EMT license, or eligibility and ability to obtain one by first day of class.
4. Completion of PARA201 or BIO 121 (or equivalent) with a grade of "C" or better.
5. Submission of completed application and required materials by application deadline.
6. Submission of MSSU admission application by program application deadline.
7. Possess a current American Heart Association Basic Life Support for Healthcare Provider CPR certification

### Paramedic

Certificate Code.....PA81

#### Paramedic Certificate Requirements

PARA 101	Escaping Violent Encounters .....	1
PARA 251	EMS Foundations.....	1
PARA 252	EMS Pharmacology .....	2
PARA 253	EMS Pathophysiology .....	2
PARA 254	Pulmonology .....	2
PARA 255	Paramedic Skills.....	3
PARA 256	Pre-Hospital Cardiology .....	4
PARA 272	Traumatology .....	4
PARA 273	Emergency Medical Care.....	3
PARA 275	Advanced Paramedic Skills.....	3
PARA 292	EMS Operations .....	1
PARA 293	Special Patient Populations .....	1
PARA 370	Clinical Practicum.....	4
PARA 390	Field Internship.....	6
PARA 395	EMS Seminar .....	1
<b>Total Hours .....</b>		<b>38</b>

## EMERGENCY MEDICAL TECHNICIAN

### FACULTY:

**Peine - Director, Torix**  
**Health Sciences Building 325 • 417.625.3020**

### Mission

The School of Health Sciences and the Department of Emergency Medical Services offer certificate programs preparing students to challenge the National Registry examinations. The program is closely integrated with area Emergency Medical Services and area Trauma Centers. Classroom instruction is supplemented by laboratory, scenario-based practicals and high-fidelity simulation. Students also gain patient care experience during clinical and field rotations. The clinical training is arranged through area hospitals and advanced life support ambulance services. The program meets through one semester beginning each fall and spring semester.

Students seeking admission to the program are encouraged to apply early, as admission preferences is given to those submitting a completed application packet on a first-come basis. Students should contact the Director of Emergency Medical Services for more information. Special book and equipment fees are assessed for this program. Visit [www.mssu.edu/ems](http://www.mssu.edu/ems) for more information.

### Statement of Accreditation

The MSSU Emergency Medical Technician Program is accredited through the Missouri Department of Health and Senior Services and Missouri Unit of Emergency Medical Services. The Emergency Medical Technician Program meets all requirements of the National Standard Curriculum.

### Admission Criteria

1. Must be 18 years of age to sit for the National Registry examinations.
2. High school graduation diploma (or equivalent) or a student in good standing at the high school junior or senior level.
3. Must submit proof of required immunizations.
4. Pass a thorough, department approved background check.
5. Possess a current American Heart Association Basic Life Support for Healthcare Provider CPR certification.
6. Submit application and required documents by the application deadline.

### Emergency Medical Technician

Certificate Code.....PA80

#### Emergency Medical Technician Certificate Requirements

PARA 201	Escaping Violent Encounters .....	1
PARA 220	Emergency Medical Technician.....	9
<b>Total Hours .....</b>		<b>10</b>

## EMT & PARAMEDIC COURSE DESCRIPTIONS

### PARA 0101 • Escaping Violent Encounters

**Fall & Spring • 1 Credit Hour**

Escaping Violent Encounters for EMS/Fire gives the EMS provider the options needed to recognize a developing threat of assault, deflect it if possible, escape if practical, and defend if necessary. This non-violent system of prevention and avoidance takes a realistic approach to dealing with assaults on EMS and Fire personnel. The course gives EMS and Fire personnel an effective and reasonable plan on how to avoid an attack, and also how to defend themselves once attacked.

### PARA 0201 • Concepts of Anatomy & Physiology in Emergency Medical Care

**Spring • 4 Credit Hours**

Concepts of Anatomy & Physiology in Emergency Medical Care is a fundamental course designed to provide you with the understanding and knowledge to help you succeed in pre-hospital emergency care. The course covers how the structure and function of various systems and organs in the human body interact to function as a unit. Emphasis will be placed on the cardiovascular, respiratory, gastrointestinal, musculoskeletal, and central nervous systems. Four hours of lecture per week. Enrollment is restricted to Pre-Paramedic students only.

### PARA 0220 • Emergency Medical Technician

**Fall & Spring • 9 Credit Hours**

Emergency Medical Technician is a fundamental course that is designed to provide you with the knowledge, skills and experience to function as a competent, entry-level practitioner. The student will gain knowledge about the acute, critical differences in physiology, pathophysiology, and clinical differences as they pertain to the pre-hospital emergency medical care of the infant, child, adolescent, adult, and geriatric patient. The student will develop skills in patient assessment, airway management, shock and bleeding control, and splinting. The student will have the opportunity to implement the knowledge and skills learned and gain clinical experience during hospital and ambulance based clinical rotations. PARA 201 or BIO 121 is strongly recommended prior to enrolling in this course. Prerequisite: Student must possess a current CPR for Healthcare Provider certification.

### PARA 0251 • EMS Foundations

**Fall • 1 Credit Hour**

EMS Foundations introduces the students to the building blocks of the paramedicine profession. The course emphasizes professionalism and the expanding roles of the paramedic. The course provides an introduction to the following topics: EMS systems, roles and responsibilities, safety, EMS research, public health, medical and legal aspects of pre-hospital care, ethics, communication, and documentation. One hour of lecture per week. Prerequisites: Missouri Emergency Medical Technician license, American Heart Association Basic Life Support for Healthcare Provider certification, completion of PARA 201 or BIO 121 (or equivalent) with a C or better.

### PARA 0252 • EMS Pharmacology

**Fall • 2 Credit Hours**

This course introduces the underlying principles of pharmacology and provides a perspective of the historical, regulatory (FDA) and industrial aspects of pharmacological science. This includes overviews of the physiological, biochemical, and anatomical foundations for the interaction of drugs and chemicals with biological systems as well as a brief examination of pharmacodynamics and pharmacokinetics. Students will also become familiar with basic concepts of the interactions of chemical agents with living tissues. This course is intended to orient new paramedic students to the general scope of pharmacologic science. Two hours of lecture per week. Prerequisites: Missouri Emergency Medical Technician license, American Heart Association Basic Life Support for Healthcare Provider certification, completion of PARA 201 or BIO 121 (or equivalent) with a C or better.

### PARA 0253 • EMS Pathophysiology

**Fall • 2 Credit Hours**

Pathophysiology is the study of physiologic functions in an abnormal state. It is necessary for the paramedic student to understand human pathophysiology in order to recognize injury or illness that occurs in the human body, and to be able to anticipate changes in the injured or ill patient's condition. Principles of pathophysiology will be presented to the student, and the student will learn to recognize pathophysiological findings in many body systems including but not limited to the circulatory system, the musculoskeletal system, the respiratory system and abnormal neurological findings. Two hours lecture per week. Prerequisites: Missouri Emergency Medical Technician license, American Heart Association Basic Life Support for Healthcare Provider certification, completion of PARA 201 or BIO 121 (or equivalent) with a C or better.

**PARA 0254 • Pulmonology**

**Fall • 2 Credit Hours**

Pulmonology introduces the paramedic student to commonly encountered respiratory system emergencies. Focus will be placed on respiratory anatomy and physiology, and the assessment and treatment of respiratory emergencies. Instruction will integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and treatment plan. Two hours of lecture each week. Co-requisites: PARA 252 and PARA 255.

**PARA 0255 • Paramedic Skills**

**Fall • 3 Credit Hours**

This course introduces basic, fundamental skills that are required for the paramedic to function. Without the knowledge and ability to properly perform these skills, the paramedic would not be able to treat patients. These skills include intravenous (IV) access, intraosseous (IO) access, medication administration and patient assessment. One hour of lecture and four hours of lab per week. Co-requisite: PARA 252.

**PARA 0256 • Pre-Hospital Cardiology**

**Fall • 4 Credit Hours**

Arguably, one of the most important areas of study in pre-hospital medicine is cardiology. The paramedic must be able to both recognize and treat cardiac disease in order to provide the patient with appropriate and timely care. This ability will minimize morbidity and mortality related to cardiac disease in the community. The ability to quickly recognize cardiac related illnesses, and confidently provide rapid treatment and transport is vital to the success of the paramedic student. Four hours of lecture per week. Co-requisites: PARA 252 and PARA 255.

**PARA 0272 • Traumatology**

**Spring • 4 Credit Hours**

Traumatology details the anatomy, physiology, and pathophysiology of trauma. Albeit trauma is a surgical disease, and in many instances definitive care must be provided in the operating room, there is a significant amount of care that can be provided by pre-hospital personnel to help reduce both morbidity and mortality. This course addresses various types of trauma based on the body systems involved. Instruction will integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and treatment plan. Four hours of lecture per week. Prerequisites: Completion of PARA 251, PARA 252, PARA 253, PARA 254, PARA 255, and PARA 256 with a C or better. Co-requisites: PARA 275 and PARA 370.

**PARA 0273 • Emergency Medical Care**

**Spring • 3 Credit Hours**

Emergency Medical Care introduces the paramedic student to commonly encountered illnesses and non-traumatic emergencies. Focus will be placed on neurology, endocrinology, immunology, gastroenterology, nephrology, toxicology, infectious disease, psychiatric and behavior disorders, and obstetrics/gynecology. Instruction will integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and treatment plan. Three hours of lecture per week. Prerequisites: Completion of PARA 251, PARA 252, PARA 253, PARA 254, PARA 255, and PARA 256 with a C or better. Co-requisites: PARA 275 and PARA 370.

**PARA 0275 • Advanced Paramedic Skills**

**Spring • 3 Credit Hours**

This course expounds on the skills learned in Paramedic Skills. Advanced Paramedic Skills focuses on the highly advanced, critical care skills needed to function as a paramedic. Skills and topics covered in the class include: thoracentesis and thoracotomy, cricothyrotomy, IV infusions, mechanical ventilators, transporting patients with balloon pumps, escharotomy, and assessment of the critical care patient. The course will meet for one hour of lecture and four hours of laboratory per week. Prerequisites: Completion of PARA 251, PARA 252, PARA 253, PARA 254, PARA 255, and PARA 256 with a C or better. Co-requisites: PARA 272, PARA 273 and PARA 370.

**PARA 0292 • EMS Operations**

**Summer • 1 Credit Hour**

EMS Operations introduces paramedic students to the principles of paramedic operations. The course addresses ground and air transport, along with a variety of special circumstances, including: multiple-casualty incidents, rescue operations, hazardous materials, crime scenes, rural practice, and terrorist incidents. Two hours of lecture per week. Prerequisites: Completion of PARA 272, PARA 273, PARA 275, and PARA 370 with a C or better.

**PARA 0293 • Special Patient Populations**

**Summer • 1 Credit Hour**

Special Patient Populations provides the paramedic student with information they need about special populations: pediatrics, geriatrics, disabled patients, patients requiring chronic care, and patients of abuse, assault, and neglect. Instruction will integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and treatment plan, taking into account special considerations for the varying populations. Two hours of lecture per week. Prerequisites: Completion of PARA 272, PARA 273, PARA 275, and PARA 370 with a C or better.

**PARA 0298 • Topics in EMT - Paramedic**

**Demand • 1-4 Credit Hours**

Designed to give instruction in some area of the paramedic field not covered in other courses. Prerequisites to be determined by the department and listed on the syllabus for the specific course.

**PARA 0370 • Clinical Practicum**

**Spring • 4 Credit Hours**

During Clinical Practicum, students complete a minimum of 316 clock hours in various departments of regional hospital affiliates. Rotations include, but are not limited to: emergency department, critical care units, pediatrics, labor and delivery, cardiac catheterization lab, operating room, urgent care, psychiatric unit, and post-anesthesia care unit. Prerequisites: Completion of PARA 251, PARA 252, PARA 253, PARA 254, PARA 255, and PARA 256 with a C or better. Co-requisites: PARA 272, PARA 273, and PARA 275.

**PARA 0390 • Field Internship**

**Summer • 6 Credit Hours**

During Field Internship, students are assigned to a Paramedic preceptor with an area Advanced Life Support Ambulance. Students complete a minimum of 360 clock hours during the field internship. Focus is placed on developing pre-hospital care team leadership abilities and scene management. Students will progress from observer to team member to team leader. Prerequisites: completion of PARA 272, PARA 273, PARA 275, and PARA 370 with a C or better. Co-requisite: PARA 395.

**PARA 0395 • EMS Seminar**

**Summer • 1 Credit Hour**

EMS Seminar serves as a capstone course for the paramedic program. The course is designed to test competency in all paramedic skills and prepare for the National Registry of Emergency Medical Technician cognitive and psychomotor examinations. One hour of lecture per week, one 24-hour board preparation course. Prerequisites: completion of PARA 272, PARA 273, PARA 275, and PARA 370 with a C or better. Co-requisite: PARA 390.

**PARA 0401 • EMS Systems**

**Demand • 3 Credit Hours**

EMS Systems is an introduction to Emergency Medical Services (EMS) systems. Theoretical concepts and issues will be discussed and examined in order to provide the student with a conceptual basis for understanding and analyzing EMS systems and organizations. Particular emphasis will be placed on system components, system integration and the roles and responsibilities of management and leadership in EMS organizations. Three hours of lecture per week. Prerequisites: Completion of HS 350 with a grade of C or better.

**PARA 0402 • EMS Leadership**

**Demand • 3 Credit Hours**

EMS Leadership provides a general overview of management and administrative functions required of EMS managers today, including: planning, directing, budgeting, staffing, and evaluation. Particular emphasis will be placed on issues relating to human resources, EMS operations, and organizational planning. Three hours of lecture per week. Prerequisites: Completion of HS 350 and HS 390 with a grade of C or better.

**PARA 0411 • EMS Research**

**Demand • 3 Credit Hours**

EMS Research is an introduction to basic research methods and basic statistical procedures used in Emergency Medical Services. Students will use this information to assist them with reading, interpreting, and evaluating articles in the pre-hospital healthcare literature. Three hours of lecture per week. Prerequisites: MATH 310, GB 321, SOC 305, or PSY 320 and ENG 102.

**PRE-PROFESSIONAL****FACULTY:****Health Sciences Building • 417.625.3155****Mission**

This curriculum allows Missouri Southern students to complete admission requirements for professional schools that accept applicants who have completed approximately 60 hours. Students should incorporate professional school requirements into their schedule and work closely with an advisor at Missouri Southern. Also, students who are completing certification requirements for paramedic programs may transfer among Missouri public four-year colleges and universities.

**For additional information contact:**

Dr. Tia Strait  
**Health Sciences 112**  
 417.625.3155  
**strait-t@mssu.edu**

Dr. Richard Miller  
**Hearnes Hall 306**  
 417.625.9385  
**miller-r@mssu.edu**

**RADIOLOGY****FACULTY:**

**Schiska - Chair**  
**Health Sciences Building 325 • 417.625.3118**

**Mission**

Consistent with the philosophy of MSSU, the mission of the radiologic technology program is to provide high quality entry-level radiographers for the service area of the university. Attention is focused on the needs of each student for local and international service.

The Associate of Science Degree in Radiologic Technology combines General Education Requirements courses, a supportive course in the behavioral sciences, natural sciences and special courses in the field of radiology, including extensive clinical laboratory experiences. The clinical laboratory experiences are provided through agreements between Missouri Southern and other accredited facilities and may include weekends and evening rotations. The student successfully completing the curriculum is eligible to write the National ARRT Certification Examination to become a Registered Technologist.

Completion of the degree requires the completion of General Education Requirements for the Associate of Science Degree, all Radiology courses, BIO 221 and BIO 240. Students must complete the prerequisites of Anatomy and Physiology I & II (BIO 121, 221), Medical Terminology (RAD 111), English Composition I (ENG 101) and Intermediate Algebra (MATH 30) before entering the program. Transfer students should check course equivalencies prior to enrolling in courses at other institutions.

Special admissions procedures are required for admittance into this program in addition to those required for admission to Missouri Southern State University. This includes a "C" in all prerequisites and other classes required for the course of study taken prior to admission. A limited number of students are allowed into the program each year (see website: <http://www.mssu.edu/technology/Rad/> for additional information on admission requirements). A special Radiology application with supporting materials must be submitted to the Director of the Radiology Program by January 31st of the year the student wishes to enter the program (see application process on website). Accepted students begin the program at the beginning of the following summer semester.

Students seeking admission to the program should possess superior academic and critical thinking skills. They should possess the ability to problem-solve, communicate

effectively and have strong interpersonal skills. In addition, they must possess strong academic skills in the sciences, with a good background in anatomy and physiology. Basic courses in physical science and/or chemistry will help prepare students for successful completion of the program. They must have the physical abilities to hear, see, lift and remain on their feet for long periods of time in order to provide safe patient care in clinical rotations. They should have the ability to lift a minimum of 50 pounds on a frequent basis. Students who have further questions regarding the above abilities and skills should contact the radiologic technology department at MSSU (see contact information in this section of the catalog). Or may visit our web site at <http://www.mssu.edu/academics/technology/radiology/index.php>.

In addition to established fees for all university students, special fees of \$17.50 for the first semester of each year for insurance and \$250 for the final semester are required for enrollment in radiology courses. Fees may also be assessed for use of the simulation lab. These fees may change annually.

Students who are already Registered Technologists (through the American Registry of Radiologic Technologists) may also enter the program. Radiology course credit may be granted to the Registered Radiologic Technologist equal to that granted to the graduating Associate of Science student at the time the Registered Radiologic Technologist starts the program. Students must then complete the additional Associate of Science Degree General Education Requirements as outlined in the catalog.

ABS in Health Science with an emphasis in radiologic technology option is also available to those wishing to seek a more advanced degree beyond the A.S. option. For more information, please see the health science degree option in this catalog.

**For additional information visit our website:**

<http://www.mssu.edu/academics/technology/radiology/index.php>

**Associate of Science in Radiologic Technology****Major Code.....RA01**

<b>General Education Requirements (p. 46) 27-28*.....</b>		<b>20</b>
<b>Radiology Requirements .....</b>		<b>64</b>
RAD 100	Basic Concepts in Radiology .....	3
RAD 101	Introduction to Radiology .....	3
RAD 110	Clinical Training I .....	2
RAD 111	Medical Terminology.....	3
RAD 132	Principles of Radiographic Exposure .....	4
RAD 142	Radiographic Positioning I .....	4
RAD 170	Radiologic Physics .....	3
RAD 210	Clinical Training II.....	2
RAD 241	Radiographic Positioning II .....	3
RAD 300	Clinical Training III .....	2
RAD 301	Image Critique and Quality Management in Radiology..	2
RAD 320	Radiographic Positioning III .....	3
RAD 340	Clinical Training IV .....	3
RAD 350	Patient Care and Radiation Protection in Radiology .....	3
RAD 360	Clinical Training V .....	3
RAD 370	Special Topics in Radiology.....	3
RAD 399	Advanced Radiology .....	3
BIO 121	Human Anatomy and Physiology I* .....	4
BIO 221	Human Anatomy and Physiology II .....	5
BIO 240	Radiation Biology .....	3
PSY 100	General Psychology* .....	3
<b>Total Hours .....</b>		<b>84</b>

\*BIO 121 General Education Requirement under Life Sciences. PSY 100 meets General Education Requirement under area E.

## COURSE DESCRIPTIONS: RADIOLOGY

### **RAD 0100 • Basic Concepts in Radiology**

**Summer • 3 Credit Hours**

This course covers basic concepts related to the practice of radiology. It will cover introductory concepts related to the role of the radiographer in healthcare, healthcare delivery systems, ARRT Code of Ethics, overview and handling of basic medical equipment, introduction to radiation and patient safety concepts and basic positioning of the chest and abdomen.

### **RAD 0101 • Introduction to Radiology**

**Fall • 3 Credit Hours**

Basic procedures and equipment in the radiology department. Includes organization, function and supervision of a radiology department with a history of x-ray, patient care basics, ethical principles and legal aspects of radiologic technology and basic principles of radiation protection. Three hours lecture per week.

### **RAD 0110 • Clinical Training I**

**Fall • 2 Credit Hours**

Clinical training with special emphasis in the areas of the thorax, pelvis, extremities and spine radiography.

### **RAD 0111 • Medical Terminology**

**Fall & Spring • 3 Credit Hours**

The language of medicine, especially as related to radiology, through a comprehensive study of the more common medical roots, prefixes and suffixes. Relates medical roots to everyday English words. A survey of procedural, pharmacological, medical and surgical terms are included. Three hours lecture per week. Cross-listed as HS 111.

### **RAD 0132 • Principles of Radiographic Exposure**

**Spring • 4 Credit Hours**

Fundamental principles of technique and technique conversion with particular emphasis on the factors that directly and indirectly affect radiographic exposure. Emphasis on radiation protection, processing, image artifacts and digital modalities.

### **RAD 0142 • Radiographic Positioning I**

**Fall • 4 Credit Hours**

Basic radiographic positioning including both standard and specialized positions of the chest, bony thorax and spine. Image critique and radiation protection are included as critical parts of this course. One and a half hours lecture, three hours lab per week.

### **RAD 0170 • Radiologic Physics**

**Fall • 3 Credit Hours**

The physics of radiology. The physical principles of X-ray production, including theory in electricity, rectification, circuitry and basic equipment maintenance. Three hours lecture per week.

### **RAD 0210 • Clinical Training II**

**Spring • 2 Credit Hours**

Intensive clinical training with emphasis in fluoroscopy and various contrast studies. Additional experience and competencies will also be obtained in the areas of general radiography, portables and an introduction to surgical rotations.

### **RAD 0241 • Radiographic Positioning II**

**Spring • 3 Credit Hours**

Radiographic procedures and positioning related to the bony thorax, digestive, urinary and reproductive systems. A basic overview is given of surgical, mobile and trauma radiography. Special emphasis on the use and preparation of contrast media, patient preparation and procedures employed, including tomography to visualize organs of interest and pathophysiology of the above systems. Two and one half hours lecture, one hour lab per week. Prerequisites: RAD 142 or permission of instructor.

### **RAD 0300 • Clinical Training III**

**Summer • 2 Credit Hours**

Clinical training in special procedures requiring sterile fields and surgical cases. Continued practice and competency in general radiography, surgery, and contrast studies. Prerequisites: RAD 110, RAD 210.

### **RAD 0301 • Image Critique & Quality Management in Radiology**

**Summer • 2 Credit Hours**

Theory and practice in the art and science of evaluating the technical quality of images. Students will develop critical thinking and problem-solving skills to correct positioning and technical errors. Includes an introduction to quality assurance and pathophysiology of the skeletal and respiratory systems. Prerequisites: RAD 132, RAD 170. Four hours of lecture per week.

### **RAD 0320 • Radiographic Positioning III**

**Fall • 3 Credit Hours**

An in-depth study of the anatomy and radiographic equipment and positioning used in skulls, facial bones, sinuses, arthrography, long bone measurements and mammography. Part II of this course will include an introduction to CT and an overview of sectional anatomy of the brain, spine, neck, chest and abdomen. One and a half hours of lecture, three hours of lab per week. Prerequisite RAD 241.

### **RAD 0340 • Clinical Training IV**

**Fall • 3 Credit Hours**

Continued training in special procedures with increased responsibility in surgical radiography. Continued clinical proficiency development in general radiography, including contrast studies, surgical, portable, facial and skull radiography. Prerequisite: RAD 290 or permission of instructor.

### **RAD 0350 • Patient Care & Radiation Protection in Radiology**

**Fall • 3 Credit Hours**

A continuation of basic patient care and radiation protection learned to this point in the program. Course content includes signs, symptoms and appropriate technologist response to common emergencies encountered in radiology. Infection control, chest tubes, enteral tubes and vascular access lines, as well as medication administration, venipuncture and basic ECG will also be covered. Emphasis will be placed on radiation biology and radiation protection of the patient and technologist involved in patient care procedures. Three hours lecture per week. Prerequisites: RAD 101 or permission of instructor.

### **RAD 0360 • Clinical Training V**

**Spring • 3 Credit Hours**

Students will rotate through special procedures with increased responsibility and do an introductory rotation through CT scans. In addition, students will continue to incorporate skills and competencies in basic radiologic procedures. Prerequisite: RAD 340.

### **RAD 0370 • Special Topics in Radiology**

**Spring • 3 Credit Hours**

Course covers angiography, myelography, digital modalities, bone densitometry and CT with an introductory segment on MRI and ultrasound. Special emphasis on equipment operation, patient care, contrast preparation, procedural steps and pathophysiology. Three hours lecture.

### **RAD 0399 • Advanced Radiology**

**Summer • 3 Credit Hours**

A capstone course designed to prepare students for the national certification examination. Course will include advanced concepts and testing over all major aspects covered by the national certification examination as outlined by the American Registry of Radiologic Technologists. Prerequisites - RAD 101, RAD 170, RAD 132, RAD 241. Six hours lecture per week.

**For additional information contact:**  
**Alan Schiska • Director, Radiology**  
**417.625.3118 • [schiska-a@mssu.edu](mailto:schiska-a@mssu.edu)**

## RESPIRATORY THERAPY



### FACULTY:

**Pippin - Chair, Dunaway and Whiteman**  
**Health Sciences Building 325 • 417.659.4405**

### Mission

The mission of the program is to provide an outstanding educational program that offers students an opportunity to develop knowledge, skill and attitudes essential for safe, effective practice within the scope of respiratory care practitioners.

### Goals

#### Program goals are:

1. To supply the community with respiratory care practitioners.
2. To prepare program graduates to pass the National Board for Respiratory Care Credentialing Examinations.

A career in the medical field can be a dynamic and rewarding opportunity. The changing nature of the medical profession is creating a demand for multi-skilled health professionals with communication, interpersonal and excellent clinical skills such as the respiratory care practitioner. The Respiratory Therapy Program is designed to prepare students to be employed in the hospital, clinic, sleep laboratory and alternate care settings such as a durable medical equipment company. Respiratory Therapy Practitioners perform a variety of clinical, diagnostic and management functions in these settings.

The Respiratory Therapy Department offers these career tracts:

1. Associate of Science Degree
2. Baccalaureate Degree in Health Sciences. See General Education Requirements and course descriptions on page 49.

The curriculum offers the following options:

- Graduates of the associate degree respiratory care program will be eligible to take the NBRC Certification in Respiratory Therapy to become a Certified Respiratory Therapist (CRT). Successful completion of the CRT exam will allow the graduate to take the clinical simulation exams to become a Registered Respiratory Therapist (RRT).
- For those students interested in a bachelor degree, there are two options: a Bachelor of General Studies or a Bachelor's in Health Sciences, designed for graduates of the Respiratory Therapy program.

The Associate of Science Degree Program in Respiratory Therapy prepares students for a position as a respiratory care practitioner. The program is provided by Missouri Southern State University and Franklin Technology Center, through a consortium for respiratory care education. The program is accredited by the Commission on Accreditation for Respiratory Therapy, 1248 Harwood Road, Bedford, TX 76021. The Associate of Science program consists of a core academic component and a major concentration component. The academic section consists of the MSSU Associate of Science degree requirements, including courses in the Humanities and Fine Arts, Life and Physical Science, Social and Behavioral Science, Mathematics, Written and Oral Communication, Health and Wellness and University Experience. The respiratory care major concentration components comprise both the didactic and respiratory care clinical instructional areas. A comprehensive self-assessment exam must be successfully completed as a requirement for graduation.

All graduates must successfully complete the NBRC Entry Level Certification Examination (CRT) prior to taking the Registry Examination (RRT).

Respiratory Therapy Students must demonstrate numerous competencies representing all three learning domains: the cognitive, psychomotor and affective domains. Students learn, practice and verify these competencies in a number of settings including the classroom, laboratory and clinic. To achieve

the required competencies in the classroom setting, respiratory care students must perceive, assimilate and integrate information from a variety of sources. These sources include oral instruction, printed material, visual media and live demonstrations. Students must participate in classroom discussion, give oral reports and pass written and/or computer-based examinations of various formats. Completion of these tasks requires cognitive skills, such as reading, writing and problem-solving. To be physically capable of the classroom work, students must, with assistance, be able to: hear, see, speak, sit and touch. Respiratory care laboratories provide students with the opportunity to view demonstrations, evaluate and practice with medical devices and perform simulated clinical procedures. In addition to the cognitive skills required in the classroom, students must demonstrate psychomotor skills in manipulation of patients and equipment, as well as general professional behaviors (affective domain), like team-building and interpersonal communications. To satisfy laboratory and clinic requirements, students must perform all procedures without critical error.

Admission to Missouri Southern or Franklin Technology Center does not automatically grant admission to the respiratory care program. In addition to meeting admission requirements to the University, candidates must apply for admission to the Department of Respiratory Therapy. Applications are accepted during the Spring semester for the Fall class.

Enrollment is competitive; Applicants must submit the necessary information to the department office by the designated deadline to be considered for acceptance. Evidence of computer literacy and satisfactory completion of the following prerequisites with a 'C' or better must be presented: MATH 030 Intermediate Algebra or higher, ENG 101 College Composition I and BIO 121 Human Anatomy and Physiology I. Department Recommendation: High school or college course work in Physical Science and Chemistry. Interested individuals are encouraged to contact the Program Director of Respiratory Therapy for more specific information regarding admissions criteria.

In addition to established fees for all university students, other costs are incurred by respiratory care students such as: uniforms, books, self-assessment examinations, graduation pins, AARC student membership dues, liability insurance and various expenses for transportation to off campus clinical sites and professional meetings.

### Graduate outcomes

Graduates of the program will:

- **Cognitive** - Demonstrate the ability to comprehend, apply and evaluate clinical information relevant to their role as a respiratory care practitioner.
- **Psychomotor** - Demonstrate the technical proficiency in all skills necessary to fulfill the role as a respiratory care practitioner.
- **Affective** - Demonstrate personal behavior consistent with professional and employer expectations for the respiratory care practitioner.

### Admission Criteria

(Associate of Science in Respiratory Therapy)

Application should be made directly to the Respiratory Therapy Department Office on the Missouri Southern State University campus (special admissions procedures are required for admittance into this program in addition to admission to MSSU).

1. Continuous enrollment, readmission or admission to Missouri Southern and Franklin Technology Center as a transfer student.
2. Completion of an approved college-level math, College Composition I and Anatomy & Physiology I courses.
3. Provide documentation of computer literacy.
4. Minimum adjusted individual total score on the Health Occupations Basic Entrance Test administered by the Department.
5. Submit to background check, State of Missouri Caregiver Background Screening and drug screen.

**Admission to the program is competitive.**

## Associate of Science in Respiratory Therapy

Major Code.....RE00

<b>General Education Requirements (p. 46) 27-28*</b>	<b>17</b>
<b>Respiratory Therapy Major Requirements</b>	<b>67</b>
BIO 121 Human Anatomy and Physiology I*	4
ENG 101 College Composition I*	3
MATH 030 or higher*	3
RESP 101 Respiratory Therapy Foundations	3
RESP 102 Cardiopulmonary Sciences	3
RESP 105 Cardiopulmonary Anatomy & Physiology	3
RESP 107 Respiratory Therapy Procedures	3
RESP 108 Respiratory Procedures Lab	3
RESP 120 Cardiopulmonary Pathology	3
RESP 125 Respiratory Therapy Clinical I	3
RESP 129 Cardiopulmonary Pharmacology	3
RESP 222 Introduction to Mechanical Ventilation	4
RESP 226 Cardiopulmonary Diagnostic	3
RESP 239 Respiratory Therapy Clinical II	5
RESP 307 Cardiopulmonary Assessment	6
RESP 311 Neonatal/Pediatric Care	3
RESP 312 Advanced Mechanical Ventilation	3
RESP 313 Alternate Site Respiratory Therapy	3
RESP 340 Advanced Level Clinical Practice	5
RESP 341 Research Issues, Methods	1
<b>Total Hours</b>	<b>84</b>

\*Prerequisites BIO 121, ENG 101 & MATH 030 or higher meet AS degree requirements.

Associate of Science degree students must meet the Missouri Constitution Requirement by completing PSC 120 or the Missouri Constitution Test. Students must pass the National Board for Respiratory Therapy Self Assessment Exam (SAE) for both CRT and RRT prior to graduation from Missouri Southern State University.

## RESPIRATORY THERAPY COURSE DESCRIPTIONS

### RESP 0101 • Respiratory Therapy Foundations

**Fall • 3 Credit Hours**

Entry level information is presented regarding respiratory care history from its conception to its current goals and standing. Topics covered include medical terminology, hospital and respiratory care department structure and management, psychosocial aspects of patient care and medical ethics. A clinical session allows the student an orientation rotation at the program's clinical sites. Prerequisite: Admission to the respiratory care program.

### RESP 0102 • Cardiopulmonary Sciences

**Fall • 3 Credit Hours**

Focuses on the sciences used in the practice of respiratory care. Emphasis will be placed upon physics, chemistry and microbiology and infection control as related to the cardiopulmonary sciences. Prerequisite: Admission to the respiratory care program and completion of a college-level math course.

### RESP 0105 • Cardiopulmonary Anatomy & Physiology

**Spring • 3 Credit Hours**

An in-depth presentation of the cardiopulmonary system, its abnormalities and corrective techniques as related to respiratory care. Included are the concepts of the cardiovascular system, ventilation, diffusion of pulmonary gases, hemodynamic measurements, ventilation perfusion relationships, oxygen and carbon dioxide transport, acid base balance and arterial blood gas analysis. Prerequisite: Admission to the respiratory care program, college level math course and completion of BIO 121.

### RESP 0107 • Respiratory Therapy Procedures

**Fall • 3 Credit Hours**

Theory and practice of basic respiratory care procedures as outlined in the National Board for Respiratory Therapy (NBRC) CRT examination content outline. Including cardiopulmonary assessment, medical gas administration, oxygen therapy, equipment maintenance, chest physiotherapy, chest expansion therapy, airway management, bedside pulmonary function testing, arterial puncture and administering medicated aerosol therapy. Prerequisites: Admission to the respiratory care program and concurrent enrollment or completion of RESP 108.

### RESP 0108 • Respiratory Therapy Procedures Laboratory

**Fall • 3 Credit Hours**

Students practice entry-level respiratory care procedures, using state-of-the-art equipment, in the clinical laboratory under simulated patient situations. The student will address the three difficulty levels of learning in the laboratory environment (Recall, Application and Analysis). Prerequisites: Admission to the respiratory care program and concurrent enrollment or completion of RESP 107.

### RESP 0120 • Cardiopulmonary Pathology

**Spring • 3 Credit Hours**

Study of concepts and theory of selected cardiopulmonary diseases to include: definition, clinical manifestations, etiology, pathologic, radiological and laboratory findings; prevention, prognosis and treatment. Prerequisite: Admission to the respiratory care program and completion of BIO 121.

### RESP 0125 • Clinical Respiratory Therapy Experience I

**Spring • 3 Credit Hours**

Clinical instruction supplemented by clinical SOAP assessments that allow the student to apply the classroom and laboratory respiratory care competencies mastered in specific respiratory care courses. Prerequisites: RESP 107 & RESP 108.

### RESP 0129 • Cardiopulmonary Pharmacology

**Fall • 3 Credit Hours**

Comprehensive overview of the general principles of pharmacology. Focuses on the drugs and drug groups that are either administered by respiratory care personnel or those that play a role in the care of cardiopulmonary patients. Prerequisite: BIO 121 and admission to the respiratory care program.

### RESP 0222 • Introduction to Mechanical Ventilation (Life Support Technology)

**Fall • 4 Credit Hours**

Emphasis on the technical components of mechanical ventilators, their classification, principles of operation, attachments and the flow/pressure/volume curves generated by various ventilators, as well as compliance and resistance. An introduction to the management of patients receiving mechanical ventilation will be presented in a laboratory format. Prerequisite: Admission to the respiratory care program.

### RESP 0226 • Cardiopulmonary Diagnostics

**Spring • 3 Credit Hours**

Theory, application and equipment for diagnosing respiratory pathologies through the diagnostic concepts used in respiratory care. Include techniques utilized for measurement of lung gas volumes, capacities, flows and cardiopulmonary status during exercise testing. Basic EKG interpretation will be presented. A secured SAE will be administered during the course. Prerequisite: Admission to the respiratory care program.

### RESP 0239 • Clinical & Laboratory Experience II

**Fall • 5 Credit Hours**

Clinical instruction supplemented by clinical SOAP assessments that allow the student to apply the knowledge and respiratory care skills mastered in the Respiratory Therapy courses: Cardiopulmonary Diagnostics, Introduction to Mechanical Ventilation and Neonatal and Pediatric Respiratory care in the laboratory and clinical setting. The course will emphasize ventilator care, diagnostic procedures and alternate site care (home care). Prerequisite: RESP 125.

**For additional information contact:  
Glenda Pippin • Chair, Respiratory Therapy  
417.625.4405 • Pippin-G@mssu.edu**

**RESP 0307 • Cardiopulmonary Assessment****Spring • 6 Credit Hours**

A systematic approach to advanced cardiopulmonary patient assessment. Emphasis is on evaluation of the respiratory care plan based upon laboratory data, electrocardiogram interpretation, fluid and electrolyte balance, acid base balance and oxygen transport, pulmonary function testing, exercise testing, interpretation of chest x-rays, bronchoscopy and hemodynamic monitoring. Prerequisite: Admission to the respiratory care program. In addition the course addresses ACLS (Advanced Cardiac Life Support). Course will consist of four (4) lecture hours and four (4) lab/clinical hours each week.

**RESP 0311 • Neonatal & Pediatric Respiratory Therapy****Fall • 3 Credit Hours**

Respiratory care of the neonatal and pediatric population beginning with fetal development and continuing through assessments of infants including gestational age, APGAR scoring and Silverman scoring. Various heart/lung deficiencies will also be discussed as well as treatment modalities. Prerequisite: Admission to the respiratory care program.

**RESP 0312 • Advanced Mechanical Ventilation (Advanced Life Support)****Spring • 3 Credit Hours**

A continuation of the Introduction to Mechanical Ventilation (Life Support Technology) course. In-depth study of ventilator management in critical care, long-term care and the home environment utilizing case studies and clinical problem-based learning sessions. Prerequisite: RESP 222 and admission to respiratory care program.

**RESP 0313 • Alternate Site Respiratory Therapy****Fall • 3 Credit Hours**

Theoretical aspects of providing respiratory care at alternate sites. Includes components of home respiratory care, extended care units, long term care facilities, ventilator rehabilitation centers, physician offices, land/air transport, outpatient diagnostic clinics. Introduces the fundamentals of teaching and learning theories. Prerequisite: Admission to the respiratory care program.

**RESP 0340 • Advanced Level Respiratory Therapy Clinical Experience****Spring • 5 Credit Hours**

Progressive process of developing cognitive levels at the recall, application and analysis levels as a respiratory care practitioner. Correlates directly with the Advanced Mechanical Ventilation (Advanced Life Support) course, Cardiopulmonary Assessment, Neonate/Pediatric and the Alternate Site (Management/Pulmonary Rehabilitation/Home Care) courses, to provide the student a clinical environment to demonstrate these learned advanced-level respiratory care competencies. Prerequisite: Admission to the respiratory care program and concurrent enrollment or completion of theory coursework.

**RESP 0341 • Research Issues, Methods & Problems in Respiratory Therapy****Spring • 1 Credit Hours**

Directed research and discussion in selected areas of respiratory care for advanced-level respiratory therapist. Course work includes independent literature search under the supervision of a respiratory care instructor that utilizes the student's program acquired respiratory care critical thinking, writing and oral presentation skills. Research scope, depth and area of concentration to be approved by the program director. A secure WRRT exam will be administered during this course.



***Applied Science***

*Multimedia*

***First-Year Experience  
Program***

***Prelaw***

***Honors Program***

***Continuous Process  
Improvement***

***Military Science/  
Show- Me Gold***



***Interdisciplinary  
Studies***

## BACHELOR OF APPLIED SCIENCE

This degree is offered on-line to allow students who transfer into Missouri Southern with an Associate of Science or Associate of Applied Science degree from a community college to complete an undergraduate degree that will facilitate their employment. Designed to enhance and continue the area of specialization chosen in the associate's degree, the student will enroll in courses that will prepare them to compete for entry management positions.

### Bachelor of Applied Science

Major Code BASO

<b>General Education Requirements (p. 45)</b>	<b>46-47</b>
<b>OR</b>	
<b>Completion of Associate Degree (AS or AAS)</b>	<b>60-64</b>
(AS or AAS degree will meet some General Education)	
<b>BAS Core Requirements</b>	<b>37</b>
CIS 305 Microcomputer Applications	3
COMM 304 Small Group Communication	3
COMM 305 Intercultural Communication	3
ENT 401 New Business Formation	3
GB 301 Legal Env. of Business	3
GB 320 Business Communication	3
IET 494 Career Success	1
IET 310 Production Planning and Control	3
IET 320 Applied Statistical Quality Control	3
IET 350 Industrial Supervision	3
MRKT 300 Principles of Marketing	3
MGMT 350 Fund. of Org. Management	3
<b>Select one:</b>	<b>3</b>
EH 370 Environmental Health and Safety	
EH 378 Occupational Health and Safety	
<b>Additional hours as required to total</b>	<b>124</b>

## FIRST-YEAR EXPERIENCE PROGRAM

**Hearnes Hall 315 • 417.625.9731**

The First-Year Experience Program (FYE) at Missouri Southern State University has been established to assist first-year students in the transition to university life and to introduce new students to the opportunities at MSSU. The FYE program oversees several components that help accomplish these goals such as: the UE 100 The University Experience course, the Common Reading Program, Learning Communities and the Leadership Training courses for Course Assistants. For further information on this program, see the FYE section under New Student Programs.

## COURSE DESCRIPTIONS: FIRST-YEAR EXPERIENCE PROGRAM

### UE 0100 • The University Experience

**Fall, Spring & Summer • 3 Credit Hours**

UE 100 is required for all degree-seeking students having completed fewer than 30 credit hours. UE 100 is a fundamentals course designed to assist first-year students in successfully defining themselves both as active participants in the MSSU community and as citizens of a twenty-first century global community. The course offers information on university personnel, services, facilities, policies and emphasizes MSSU's international programs and international study opportunities. Student participation in co-curricular activities is required.

### UE 0105 • Career and Life Planning

**Fall, Spring & Summer • 2 Credit Hours**

This course is designed to assist students in the career planning process. A primary objective of this course is to learn and practice systematic approaches to career planning and decision-making. To assist in this process, strategies for decision-making and goal setting will be discussed. Students will go on a personal journey to take a closer look at their personality and how their personality, wants, values and decision-making strategies affect how they choose a major or career. Recommended for all undecided majors and open to any students.

### UE 0150 • College Academic Skills

**Fall, Spring & Demand • 2 Credit Hours**

A course designed to develop and strengthen an understanding of student responsibility, goals and attitudes necessary for the successful transition from secondary school to college. Active learning through critical thinking, reading and writing to support academic success at the University level will be practiced. Students will identify learning styles and strengths and weaknesses associated with their learning processes. This class is designed for students who have an ACT composite score of 17 or below or no ACT score.

### UE 0200 • Leadership and Professional Development

**Spring • 2 Credit Hours**

This course is organized into two segments: leadership development and professional development. The leadership development segment of this course focuses on identification of various types of leadership skills and the role of leaders in the workplace. The professional development segment of this course focuses on determining short and long-standing career goals, the basics of the job search and improving on-the-job communication skills (verbal and non-verbal). Prerequisite: Sophomore standing with a declared major and an active Project STAY participant.

### UE 0205 • Tutor Training

**Fall & Spring • 1 Credit Hour**

A course designed to provide students hired as tutors with an educational foundation of the methods and techniques needed to tutor students in a higher education setting.

### UE 0400 • Leadership Training I

**Spring • 1 Credit Hour**

Leadership Training I is a semester-long, one-credit hour course designed to prepare students to serve as Course Assistants for the UE 100 course. In Leadership Training I, students develop familiarity with issues, materials, resources and methods relevant to assist them in mentoring first-year students enrolled in UE 100. UE 400 may be repeated for credit.

### UE 0401 • Leadership Training II

**Fall, Spring & Summer • 2 Credit Hours**

Leadership Training II is a semester-long, two-credit hour course for students who serve as Course Assistants for the UE 100 course. Students will receive credit for Leadership Training II for successfully assisting an instructor in teaching a UE 100 class. UE 401 may be repeated for credit. Successful completion of the course entitles a Course Assistant to a cash stipend. Prerequisite: UE 400.

### UE 0493 • Legislative Internship

**Demand • 8 Credit Hours**

Students will be assigned to a legislator or other qualified person involved in the Missouri Legislative Process to observe and participate in a legislative session. The students will be required to live and work in the capital from the beginning of the session until its conclusion and comply with the MSSU Legislative Intern Handbook. Prerequisites: PSC 120, 30 hours of credit, 2.5 GPA. Cross listed as PSC 493.

**For additional information contact:**

**Teresa Thompson**

**Director, First-Year Experience Program**

**Hearnes Hall 315B • 417.625.9731**

**thompson-t@mssu.edu**

## HONORS PROGRAM

**Dr. Michael Howarth • Taylor Hall 206 • 417.625.3005**

The Honors Program serves Missouri Southern State University by recruiting academically talented and motivated students and engaging them in enhanced educational opportunities and challenges designed to promote their development as scholars and citizens. While students will take courses offered in Missouri Southern's regular curriculum, the following courses are specifically designed for Honors students. For a complete description of the program, please see page 52.

## COURSE DESCRIPTIONS: HONORS PROGRAM

### HNRS 0101 • Honors Forum

**Fall & Spring • 1 Credit Hour**

An open forum to introduce first-year Honors students to the principles and practices of scholarly inquiry and active learning. Students will read essays and texts concerning personal and academic challenges inherent in a college environment, as well as selecting, designing, researching, and presenting topics that cover a range or a combination of disciplines.

### HNRS 0201 • Service Learning

**Fall & Spring • 1-4 Credit Hours**

By engaging the Honors Scholar as a volunteer in an unfamiliar, public service-oriented institution, this course experience is designed to expose the student to the concepts of self and cognitive awareness and to lead the student through a critical analysis of the dominant paradigms of thought encountered during the service.

### HNRS 0298 • Special Topics

**Demand • 1-3 Credit Hours**

An interdisciplinary Honors course. Topics to be announced each time the course is offered and approved by the Honors Director. Emphasis on discussion, group activities and projects. Prerequisite: HNRS 101.

### HNRS 0400 • Research Seminar and Tutorial

**Fall & Spring • 2 Credit Hours**

This course will address fundamental elements of research design and execution in order to prepare students for their senior thesis projects. Prerequisite: junior or senior standing.

### HNRS 0490 • Senior Thesis

**Fall & Spring • 1 Credit Hour**

Students will meet regularly with Honors Program staff in order to assess their progress toward completing their Honors Theses. Prerequisite: senior standing.

### HNRS 0495 • Honors Seminar

**Demand • 3 Credit Hours**

Intensive seminar course for upper-division Honors students, culminating in a substantial research paper. Topics to be announced each time the course is offered and approved by Honors Director. Prerequisite: HNRS 101 and 201. Honors 495 may be repeated once for credit when topic varies.

### HNRS 0498 • Advanced Special Topics

**Demand • 1-3 Credit Hours**

An Honors course for upper-division Honors students. Topics to be announced each time the course is offered. Prerequisite: Honors 101 and Honors 201.

### HNRS 0499 • Independent Study

**Fall, Spring & Summer • 1-3 Credit Hours**

Course structured by the instructor with approval of the Director of the Honors Program. Prerequisite: member in good standing of the Honors Program. Registration must be approved by the student's advisor, department head and school dean.

## MILITARY SCIENCE

The Military Science minor is a four year program in which students contract with the Missouri National Guard for military service upon completion of their degree. GOLD 101 is open enrollment for all students without a contractual obligation. The program is offered in both classroom and laboratory learning environments. Please contact CPT Phillips for more information.

### Minor in Military Science

Minor Code MS80

GOLD 101	Introduction to Tactical Leadership (S).....	2
GOLD 120	Military Fitness I Spring.....	1
GOLD 201	Innovative Team Leadership (F).....	2
GOLD 210	Military Fitness II Fall.....	1
GOLD 202	Foundations of Tactical Leadership (S).....	2
GOLD 220	Military Fitness II Spring.....	1
GOLD 301	Adaptive Team Leadership (F).....	2
GOLD 310	Military Fitness III Fall.....	1
GOLD 302	Leadership in Changing Environments (S).....	2
GOLD 320	Military Fitness III Spring.....	1
GOLD 401	Developing Adaptive Leader (F).....	2
GOLD 410	Military Fitness IV Fall.....	1
GOLD 402	Leadership in a Complex World (S).....	2
GOLD 420	Military Fitness IV Spring.....	1
Total	.....	21

**For additional information contact:**  
**CPT. Phillips**  
**Public Safety Building 142**  
**417.625.9690 • phillips-c@mssu.edu**

## COURSE DESCRIPTIONS: MILITARY SCIENCE

### GOLD 0101 • Introduction to Tactical Leadership

**Spring • 2 Credit Hours**

Introduce students to the personal challenges and competencies that are critical for effective leadership. Students learn how the personal development of life skills such as critical thinking, goal setting, time management, physical fitness, and stress management relate to leadership, officership, and the Army profession. Overview of leadership fundamentals such as setting direction, problem solving, presenting briefs, providing feedback, and using effective writing skills.

### GOLD 0120 • Military Fitness I Spring

**Spring • 1 Credit Hour**

Introduce students to personal challenges through the Army Physical Readiness Training program. Students learn how to conduct military physical fitness training through organized instructor-led training. This is a one hour of lab meeting MWF morning from 0600-0700.

## ***COURSE DESCRIPTIONS: MILITARY SCIENCE (CONTINUED)***

### **GOLD 0201 • Innovative Team Leadership**

**Fall • 2 Credit Hours**

Explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and leadership theories that form the basis of Army Leadership framework. Students practice aspects of personal motivation and team building in the context of planning, executing, and assessing team exercises and participating in Leadership Labs. Focused on a continued knowledge of leadership values and attributes through the understanding of Army rank, structure, and duties and basic aspects of land navigation and squad tactics. Two hours of lecture weekly with required drills and field experiences. Pre-requisite GOLD 101 or Experiential Learning credit (Current National Guard or previous active duty may qualify for experiential learning).

### **GOLD 0202 • Foundations of Tactical Leadership**

**Spring • 2 Credit Hours**

Examine the challenges of leading teams in the complex Contemporary Operating Environment. The course highlights dimensions of terrain analysis, patrolling, and operation orders. Further study of Army Leadership framework explores adaptive leadership in the context of military operations. Students develop greater self-awareness as they assess their own leadership styles and practice communication and team building skills. Contemporary Operating Environment studies give insight into the importance and practice of teamwork and tactics in real-world scenarios. Two hours of lecture weekly with required drills and field experiences. Pre-requisite GOLD 201 or Experiential Learning credit (Current National Guard or previous active duty may qualify for experiential learning).

### **GOLD 0210 • Military Fitness II Fall**

**Fall • 1 Credit Hour**

Introduce students to personal challenges through the Army Physical Readiness Training program. Students learn how to conduct military physical fitness training through organized instructor-led training. This is a one hour of lab meeting MWF morning from 0600-0700.

### **GOLD 0220 • Military Fitness II Spring**

**Spring • 1 Credit Hour**

Introduce students to personal challenges through the Army Physical Readiness Training program. Students learn how to conduct military physical fitness training through organized instructor-led training. This is a one hour of lab meeting MWF morning from 0600-0700.

### **GOLD 0301 • Adaptive Team Leadership**

**Fall • 2 Credit Hours**

Challenges students to study, practice, and evaluate adaptive leadership skills they are presented with the demands of preparing for Officer Candidate School and commissioning. Challenging scenarios related to small unit tactics are used to develop self awareness and critical thinking skills. Students receive systematic and specific feedback on their leadership abilities. Primary attention is given to leadership values, attributes, skills, and actions. Two hours of lecture weekly with required drills and field experiences. Pre-requisite GOLD 202 or Experiential Learning credit (Current National Guard or previous active duty may qualify for experiential learning).

### **GOLD 0302 • Leadership in Changing Environments**

**Spring • 2 Credit Hours**

This course uses increasingly intense situational leadership challenges to build student awareness and skills in leading tactical operations. Having learned squad-level tactics in GOLD 301, students learn to lead up to Platoon Level. Students review aspects of combat, stability, and support operations. They also conduct military briefings and develop proficiency in garrison operation orders. The focus is on exploring, evaluating, and developing skills in decision making, persuading, and motivating team members in the Contemporary Operating Environment. Two hours of lecture weekly with required drills and field experiences. Pre-requisite GOLD 301 or Experiential Learning Credit.

### **GOLD 0310 • Military Fitness III Fall**

**Fall • 1 Credit Hour**

Introduce students to personal challenges through the Army Physical Readiness Training program. Students learn how to conduct military physical fitness training through organized instructor-led training. This is a one hour of lab meeting MWF morning from 0600-0700.

### **GOLD 0320 • Military Fitness III Spring**

**Spring • 1 Credit Hour**

Introduce students to personal challenges through the Army Physical Readiness Training program. Students learn how to conduct military physical fitness training through organized instructor-led training. This is a one hour of lab meeting MWF morning from 0600-0700.

### **GOLD 0401 • Developing Adaptive Leaders**

**Fall • 2 Credit Hours**

Develops student proficiency in planning, executing, and assessing complex operations, functioning as a member of a staff, and providing leadership-performance feedback to subordinates. Students are given situational opportunities to assess risk, make ethical decisions, and provide coaching to GOLD students. Students are measured by their ability to give and receive systematic and specific feedback on leadership abilities. Attention is given to preparation for Platoon Leaders and branch-specific leadership abilities. Two hours of lecture weekly with required drills and field experiences. Pre-requisite GOLD 301, GOLD 302

### **GOLD 0402 • Leadership in a Complex World**

**Spring • 2 Credit Hours**

Explore the dynamics of leading in a complex situation of current military operations in the Contemporary Operating Environment. Students examine differences in customs, courtesies, military law, principles of war, and rules of engagement in the face of international terrorism. Students also explore aspects of interacting with nongovernmental agencies, civilians on the battlefield, and host nation support. The course places significant emphasis on preparing students for their first unit assignment Second Lieutenants. Two hours of lecture weekly with required drills and field experiences. Pre-requisite GOLD 301, GOLD 302, GOLD 401.

### **GOLD 0410 • Military Fitness IV Fall**

**Fall • 1 Credit Hour**

Introduce students to personal challenges through the Army Physical Readiness Training program. Students learn how to conduct military physical fitness training through organized instructor-led training. This is a one hour of lab meeting MWF morning from 0600-0700.

### **GOLD 0420 • Military Fitness IV Spring**

**Spring • 1 Credit Hour**

Introduce students to personal challenges through the Army Physical Readiness Training program. Students learn how to conduct military physical fitness training through organized instructor-led training. This is a one hour of lab meeting MWF morning from 0600-0700.

## MULTIMEDIA



**Webster Hall 206 • 417.625.3105**

The minor in Multimedia is designed to allow students to gain the skills necessary for careers in a variety of occupations such as business communication, advertising, graphics and the arts, network communication systems and business and media communication. Students will gain skills in software, multimedia design, programming, communication, marketing and strategy development.

### Minor in Multimedia

Minor Code MM84

<b>Required</b>	<b>12</b>
MRKT 405	Internet Marketing (3)
CIS 110	Programming I (3)
ART 101	Two Dimensional Design (3)
COMM101	Introduction to Human Communication (3)
<b>Choose two from one of the areas</b>	<b>6</b>
<b>For Business emphasis (Choose two*)</b>	
MGMT 337	Management Information Systems (3)
MRKT 401	Integrated Marketing Communications (3)
MRKT 432	Consumer Behavior (3)
<b>For Technology emphasis (Choose two*)</b>	
CIS 305	Microcomputer Applications (3)
CIS 310	Database Management Systems (3)
<b>For Art/Graphic Design emphasis (Choose two*)</b>	
ART 215	Illustrator/InDesign (3)
ART 216	Photoshop/Web Design (3)
ART 240	Typography and Lettering (3)
<b>For Communication emphasis (Choose two*)</b>	
COMM 200	Audio Production for Media (3)
COMM 311	Introduction to Public Relations (3)
COMM 470	New Media Technology (3)
<b>Total for Minor (Multimedia)</b>	<b>18</b>

\*Other courses may be substituted with permission of advisor.

## PRELAW



### FACULTY:

**Agee, Derfelt & Scott // Justice Center 109 • 417.625.3143**

**Webster Hall 212 • 417.625.9794 // Plaster Hall 309 • 417.625.9783**

Law schools agree that a variety of majors prepare students for law school; there is no single preferred course of study for prelaw students. There are a variety of majors they advise students to pursue in order to prepare for law school. The U.S. Department of Labor ([www.bls.gov/oco/Ocos053.htm](http://www.bls.gov/oco/Ocos053.htm)) recommends that students who wish to attend law school should become proficient in writing and speaking, reading, researching, analyzing and thinking critically. They recommend "Courses in English, foreign languages, public speaking, government, philosophy, history, economics, mathematics and computer science, among others." Students may also find useful any courses that acquaint students with legal vocabulary and "hypothetical" exam questions, a staple of law school exams. Some of the MSSU majors that help prepare a student for law school include: Accounting, Criminal Justice, English, History, International Studies, Justice Studies, Mathematics, Political Science and Sociology. There is also a Legal Studies minor open to any student regardless of major. There are a variety of courses which would be helpful to any student desiring to enter law school no matter what major he or she chooses.

Missouri Southern also offers a variety of activities to prepare students for the law school experience. These activities include Law School Admissions Test (LSAT) training sessions, field trips to law schools and on-campus visits by law school recruiters to help students prepare for and select a law school.

The curriculum for prelaw students should be jointly planned by the student and one of the prelaw advisors below. The student may major in almost any discipline emphasizing development of the academic skills necessary to prepare the student for performing well on the LSAT and for the rigorous study required in law school. The major may be determined by the student's general area of academic interest and by the type of law the student plans to practice, such as government service, private practice, corporate law, criminal prosecution or criminal defense.

### For additional information contact:

**Dr. Terri Agee • [agee-t@mssu.edu](mailto:agee-t@mssu.edu)**

**Dr. Joanna Derfelt • [derfelt-j@mssu.edu](mailto:derfelt-j@mssu.edu)**

**Dr. Trina Scott • [scott-t@mssu.edu](mailto:scott-t@mssu.edu)**

## CONTINUOUS PROCESS IMPROVEMENT



**Ummel Technology 153 • 417.625.9849**

This minor was developed for non-Engineering Technology majors and focuses on skills and techniques used to improve processes and systems in a variety of industries. Any student majoring in business, health, criminal justice, CIS, biology, chemistry, technical writing or other fields will increase their competitiveness with this minor because any organization benefits from reducing cost and increasing productivity and quality. Some examples of industries who are looking for improvement analysts include Biotechnology, Pharmaceuticals, Food, Chemical Industry, Healthcare Services, Telecommunications Services, Medical Devices and Supplies, Financial Services, Insurance, Law enforcement, Business Services, Computer Software, Computer Hardware, Management Consulting Services, Government and Military Engineering Services, Mortgage Industry, Aerospace and Defense, as well as Energy and Utilities. Course work may lead to Six Sigma Green Belt or Black Belt certification if the student chooses to do so.

### Minor in Continuous Process Improvement

Minor Code IE85

Certificate Code IE86

<b>Required Engineering Technology Curriculum</b>	<b>18</b>
IET 320	Applied Statistical Quality Control..... 3
IET 380	Principles of Lean ..... 3
IET 440	Six Sigma Methodology ..... 3
<b>Select ONE from:</b>	
IET 315	Probability & Statistics for Engineers..... 3
MATH 310	Elementary Statistics..... 3
GB 321	Business Statistics ..... 3
PSY 320	Applied Statistics for the Behavioral and Natural Sciences..... 3
<b>Select TWO from:</b>	
IET 205	Computer Applications and Cost Analysis ..... 3
IET 355	Work Measurement/Ergonomics..... 3
IET 425	Design of Experiments (WI) ..... 3

***Accreditations***

***Policy Changes***

***Disability Access***

***University History***

***Faculty***

*Governors/Trustees*

*Index*

***Memberships***



***University  
Organization***

## University History

The citizens of Joplin, who in the late 1930s asked the public school district to offer college classes, could not have envisioned the sprawling campus and multidiscipline curriculum that today is Missouri Southern State University. From that initial request came Joplin Junior College, founded in 1937 as part of the Joplin school system. Nine faculty members and 114 students began classes under the auspices of the Extension Division of the University of Missouri in the new high school building.

In the spring of 1938, voters approved almost 5-to-1 a bond proposal that would assure the continuation of the junior college. During the next 25 years Joplin Junior College established a national reputation for outstanding academic strength, a strong foundation for what was to come. By the mid-1960s, area citizens again recognized the need for expanded educational opportunities.

In 1964, the citizens voted in an 8-1 majority to create the Junior College District of Jasper County with a Board of Trustees to govern the newly named Jasper County Junior College. The following year, the Missouri General Assembly established a two-year senior college to be funded by the state. The district would continue to provide the freshman and sophomore years.

The area again responded with enthusiastic and generous support with the building of a new campus on the site of the Mission Hills Farm to house the growing college. Administration and faculty, working with other college educators around the state, began developing the new curriculum. In August 1967, students gathered for the first time on the new campus of Missouri Southern State College.

The dual funding arrangement with the state continued until 1977 when on July 1 the State of Missouri officially took on the responsibility of funding the entire College.

With growing global interdependence, it became clear that Missouri Southern must prepare its students to function successfully in the emerging global economy. So in June 1990, plans were announced to pursue the expansion of the College's mission to incorporate an international emphasis in all its academic and special programs. In 1995, the Missouri General Assembly approved House Bill 442, directing the institution to "develop such academic support programs and public service activities it deems necessary and appropriate to establish international or global education as a distinctive theme of its mission." Many new programs in international education that enrich and complement the existing programs are now in place.

On July 12, 2003, Missouri Governor Bob Holden officially signed Senate Bill 55, which renamed Missouri Southern State College as Missouri Southern State University-Joplin. August 28, 2003 marked the official date the name changed. The legislation was sponsored by Gary Nodler in the Senate and Bryan Stevenson in the House. Provisions of the legislation also allowed MSSU to begin offering cooperative master's degree programs.

Today Missouri Southern State University remains a proud member of the state's higher education family while continuing to serve the region that is an integral part of its past.

## Accreditations • Governors & Trustees • Memberships

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James B. Fleischaker 2017  
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### Board of Trustees

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### Memberships

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Missouri Mathematics and Science Coalition  
NAFSA: Association of International Educators  
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Teacher Education Council of State Colleges and Universities  
The Higher Learning Commission

### Accreditations and Approvals

Accredited by The Higher Learning Commission and a member of the North Central Association, Phone: 312.263.0456

Website: [www.hlcommission.org](http://www.hlcommission.org)

Accreditation Commission for Education in Nursing  
Accreditation Council for Business Schools and Programs  
Commission on Collegiate Nursing Education  
Commission on Dental Accreditation, American Dental Association  
Committee on Accreditation for Respiratory Care  
Joint Review Committee on Education in Radiology  
Missouri Math and Science Coalition  
Missouri State Board of Nursing  
Missouri State Department of Elementary and Secondary Education  
Missouri Department of Health and Senior Services Bureau (EMS)  
National Accrediting Agency for Clinical Laboratory Science  
National Council for the Accreditation of Teacher Education (NCATE)  
National Environmental Health Science and Protection Council  
Police Officers Standards and Training  
Technology Accreditation Commission (TAC) of ABET

**Information concerning accreditation, including copies of pertinent documents, may be obtained from the Office of the Vice President for Academic Affairs and Provost.**

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 Master's (M.S.), University of Massachusetts  
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 Doctorate (Ph.D.), Duke University  
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 Master's (M.A.), University of Missouri-Columbia  
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 Master's (M.S.), East Texas State University  
 Master's (M.Ed.), Kent State University

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 Chair, Department of Theatre  
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 Doctorate (Ph. D.), Kent State University

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 Bachelor's (B.S.N.), Pittsburg State University  
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 Associate's (A.S.), Independence Community College  
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 Master's (M.A.), Pittsburg State University

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 Master's (M.S.Ed.), University of Kentucky  
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Professor, Music 2002  
 Bachelor's (B.M.), Bowling Green State University  
 Master's (M.M.), Bowling Green State University  
 Doctorate (D.M.A.), University of Iowa

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 Associate's (AN), Missouri Southern State University  
 Bachelor's (B.S.N.), Pittsburg State University  
 Master's (M.S.N.), Pittsburg State University

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Professor, Management 1976  
 Bachelor's (B.S.), Southwest Missouri State University  
 Master's (M.S.), Pittsburg State University  
 Specialist (Ed.S.), Pittsburg State University  
 A.B.D., University of Arkansas

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Professor, Physics 1997  
 Bachelor's (B.A.), Drury College  
 Master's (M.S.), University of Arkansas  
 Doctorate (Ph.D.), Missouri University of Science & Technology

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Assistant Professor, Engineering Technology 2011  
 Bachelor's (B.S.), Worcester Polytechnic Institute  
 Master's (M.B.A.), Lawrence Tech University

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Instructor, Accounting 2011  
 Bachelor's (B.S.B.A.), Missouri Southern State University  
 Master's (M.B.A.), Pittsburg State University

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Professor, Psychology 1990  
 Chair, Department of Psychology  
 Bachelor's (B.S.), Graceland College  
 Master's (M.S.Ed.), University of Kansas  
 Doctorate (Ph.D.), University of Kansas

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Associate Professor, Library 1999  
 Library Director  
 Bachelor's (B.A.), Mercer University  
 Master's (M.L.S.), University of Oklahoma  
 Doctorate (Ph.D.), Capella University

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Assistant Professor, Physics 2013  
 Bachelor's (B.S.), University of California at Santa Barbara  
 Doctorate (Ph.D.), New Mexico State University

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 Bachelor's (B.A.), Missouri Southern State University  
 Master's (M.A.), Pittsburg State University  
 Master's (M.F.A.), University of Arkansas

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Professor, English & Philosophy 1999  
 Bachelor's (B.A.), University of Colorado  
 Master's (M.A.), University of Texas  
 Doctorate (Ph.D.), University of Texas

**Richard B. Miller**

Professor, Sociology 1985  
 Dean, School of Arts and Sciences  
 Bachelor's (B.A.), Henderson State University  
 Master's (M.A.), University of Memphis  
 Doctorate (Ph.D.), Oklahoma State University

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Assistant Professor, Art 2014  
 Bachelor's (B.S.Ed.), Missouri State University  
 Master's (M.S. Ed.), Pittsburg State University

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Assistant Professor, Kinesiology 2001  
 Bachelor's (B.A.), Rockhurst College  
 Master's (M.A.), University of Missouri-Kansas City

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Assistant Professor, Dental Hygiene 1999  
 Bachelor's (B.G.S.), Missouri Southern State University  
 Master's (M.S.), Pittsburg State University  
 Specialist (Ed.S.), Pittsburg State University

**J. Chris Moos**

Associate Professor, International Business 2003  
 Bachelor's (B.S.B.A.), Wichita State University  
 Master's (M.B.A.), Wichita State University  
 Doctorate (Ph.D.), Swiss Management Center University

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Assistant Professor, English & Philosophy 2014  
 Bachelor's (B.A.), Central Methodist University  
 Master's (M.A.), University of Missouri  
 Doctorate (Ph.D.), University of Missouri

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Assistant Professor, Engineering Technology 2008  
 Bachelor's (B.S.), Freiberg University of Mining & Technology  
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Professor, English & Philosophy 1999  
 Bachelor's (B.A.), Indiana University  
 Master's (M.A.), Northwestern University  
 Doctorate (Ph.D.), University of Iowa

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Instructor, Management 2011  
 Bachelor's (B.S.B.A.), Missouri Southern State University  
 Master's (M.B.A.), Missouri State University

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Associate Professor, Finance 2000  
 Bachelor's (B.S.B.A.), Missouri Southern State University  
 Master's (M.B.A.), University of Chicago  
 Doctorate (Ph.D.), University of Arkansas

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Assistant Professor, Political Science 2013  
 Bachelor's (B.A.), SUNY Brockport  
 Master's (M.S.), St. John Fisher College  
 Master's (M.B.A.), St. John Fisher College  
 Doctorate (Ph.D.), University of Buffalo, SUNY

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Professor, Library 1978  
 Archivist/Reference Librarian  
 Bachelor's (B.A.), Missouri Southern State University  
 Master's (M.A.), University of Texas at Arlington  
 Master's (M.L.S.), University of Missouri-Columbia  
 Certificate of Archival Administration (CAA)  
 Certified Archivist (CA)

**Jack L. Oakes**

Professor, Computer Information Science 1983  
 Chair, Department of Computer Information Science  
 Bachelor's (B.S.), Missouri Southern State University  
 Master's (M.S.), University of Wisconsin  
 Doctorate (Ph.D.), University of Missouri-Rolla

**Coeta Ogle**

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 Associate's (A.D.N.), Crowder College  
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 Master's (M.S.N.), Graceland University

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 Bachelor's (B.S.), University of Arkansas-Fort Smith  
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Professor, Teacher Education 1990  
 Bachelor's (B.A.), Missouri Southern State University  
 Bachelor's (B.S.), Oklahoma State University  
 Master's (M.S.), Oklahoma State University  
 Doctorate (Ed.D.), Oklahoma State University

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Instructor, Paramedic 2011  
 Chair, Emergency Medical Services  
 Bachelor's (B.S.), Pittsburg State University  
 Paramedic Licensure – Kansas, Missouri & Oklahoma

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Associate Professor, Management 2006  
 Chair, Department of Management and Marketing  
 Bachelor's (B.S.), University of the State of New York, Albany  
 Master's (M.Ed.), Texas Woman's University  
 Doctorate (Ph.D.), University of North Texas  
 G.P.H.R. (Global Professional in Human Resources)

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Associate Professor, Computer Information Science 1997  
 Bachelor's (B.S.), The School of the Ozarks  
 Master's (M.S.), University of Missouri-Rolla

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Chair, Respiratory Therapy 2000  
 Bachelor's (B.S.), California College for Health Sciences  
 Registered Respiratory Therapist (RRT)  
 Certified Pulmonary Function Technologist (CPFT)  
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Associate Professor, Art 2005  
 Bachelor's (B.F.A.), Indiana State University  
 Master's (M.F.A.), Wichita State University

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Professor, Biology 2002  
 Bachelor's (B.A.), University of New Hampshire  
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Professor, Finance 1988  
 Certified in Financial Management (CFM)  
 Bachelor's (B.S.) University of Missouri-Columbia  
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 Bachelor's (B.S.), University of Iowa  
 Medical Technologist Certification (ASCP), University of Iowa  
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Assistant Professor, Dental Hygiene 2000  
Associate's (A.S.), Missouri Southern State University  
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Associate's (A.S.), St. Louis Community College  
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Chair, Department of Accounting/Economics/Finance  
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Chair, Department of Social Science  
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Director of Vocal Studies  
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Music for Elementary Schools and Piano  
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 Director, Institute of International Studies  
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Professor, Dental Hygiene 1991  
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 Bachelor's (B.A.), Pittsburg State University  
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Professor, Chemistry 1995  
 Bachelor's (B.S.), Portland State University  
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Assistant Professor, Physics 2014  
 Bachelor's (B.S.), Holy Cross College  
 Master's (M.S.), Bharathidasan University  
 Master's (M. Phil.), St. Joseph's College  
 Master's (M.S.), University of Idaho  
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Professor, Foreign Languages 1995  
 Bachelor's (B.A.), People's Friendship University of Russia  
 Master's (M.A.), People's Friendship University of Russia  
 Master's (M.A.), University of Texas at Austin  
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 Bachelor's (B.S.), University of Missouri-Kansas City  
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Professor, History 1982  
 Bachelor's (B.A.), Case Western Reserve University  
 Master's (M.A.), Ohio State University  
 Doctorate (Ph.D.), Ohio State University  
 Summer Studies, Oxford University, England

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Professor, English & Philosophy 2001  
 Bachelor's (B.A.), Texas Tech University  
 Master's (M.A.), University of Texas  
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 Paramedic, St. John's

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 Master's (M.A.), University of California, Santa Barbara  
 Doctoral Candidate (Ph.D.), University of California,  
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 Head Women's Cross Country/Track and Field Coach  
 Bachelor's (B.S.), Missouri Southern State University  
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 Master's (M.A.), Purdue University  
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 Bachelor's (B.A.), Sichuan University  
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 Doctorate (D.V.M.), University of Missouri

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Professor, Sociology 1993  
 Interim Chair, Social Science  
 Bachelor's (B.S.), Louisiana State University  
 Master's (M.A.), Louisiana State University  
 Doctorate (Ph.D.), Louisiana State University  
 Summer Studies, University of Hyderabad, Hyderabad, India

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 Bachelor's (B.S.W.), Pittsburg State University  
 Master's (M.S.W.), University of Arkansas, Little Rock  
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 Bachelor's (B.S.), Western Illinois University  
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 Bachelor's (B.F.A.), Tarkio College  
 Master's (M.F.A.), Southern Illinois University-Carbondale

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 Bachelor's (B.M.) (Music Theory), Eastman School of Music  
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 Master's (M.M.), Eastman School of Music  
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Professor, Music 1995  
 Director of Jazz Studies  
 Director of Music Education  
 Bachelor's (B.A.), William Penn University  
 Master's (M.A.), California State University, Dominguez Hills  
 Doctorate (Ph.D.), Union Institute & University

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Assistant Professor, Geophysics  
 Bachelor's (B.S.), Kwame Nkrumah Univ. of Science & Technology-Ghana  
 Master's (M.S.), Eberhard Karls University of Tübingen, Germany  
 Doctorate (Ph.D.), Florida International University

***Emeritus Faculty*****Enid Blevins**

English, 1966

**Fred Cinotto**

Administration, 1965

**Samuel L. Claussen**

Theatre, 1977

**Lloyd Dryer**

Psychology, 1950

**Loretta Frazier**

Library, 1948

**Harry Gockel**

History/Geography, 1938

**Betsy Griffin**

History/Geography, 1938

**Cleetis Headlee**

English, 1946

**Julie Hughes**

History, 1979

**Duane L. Hunt**

Theatre, 1964

**Jim Jackson**

Biology, 1976

**J. Merrell Junkins**

Psychology, 1963

**Virginia Laas**

History, 1988

**Julio S. León**

Business, 1969

**William Livingston**

Mathematics, 1968

**Richard Massa**

Communications, 1972

**Martha Ann McCormick**

Math, 1937

**John Messick**

Biology, 1984

**Grace C. Mitchell**

English, 1958

**Melvyn Mosher**

Chemistry, 1974

**Gail Renner**

History, 1965

**Art Saltzman**

English & Philosophy, 1981

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Business, 1939

# Index

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# Major/Minor Degree Codes

**AA - Associate of Arts (2 year)**

**AS - Associate of Science (2 year)**

**BA - Bachelor of Arts (4 year)**

**BAS - Bachelor of Applied Science (4 year)**

**BFA - Bachelor of Fine Arts (4 year)**

**BS - Bachelor of Science (4 year)**

**BSBA - Bachelor of Science in Business (4 year)**

**BSE - Bachelor of Science in Education (4 year)**

**BGS - Bachelor of General Studies (4 year)**

**SMEd - Master of Science in Education**

**MAcc - Master of Accounting**

## MAJOR DEGREE CODES

Code Name

AC00 Accounting (BSBA)  
AR01 Art-Visual (BA)  
AR02 Art-Studio (BFA) by approval only  
AR03 Art-Graphic (BFA) by approval only  
BAS0 Applied Science (BAS)  
BC01 Biochemistry (BS)  
BG00 Bachelor of Gen Studies (BGS)  
BI01 Biology-Btch, Mic, Gen (BS)  
BI02 Biology-Ecol, Mar, Cons (BS)  
BI04 Biology-Gen Bio or Und (BS)  
BI05 Biology-Phys/Occup Thpy (BS)  
BI06 Biology-Preprof-Dent (BS)  
BI07 Biology-Preprof-Med (BS)  
BI08 Biology-Preprof-Optom (BS)  
BI09 Biology-Preprof-Pharm (BS)  
BI10 Biology-Preprof-Vet (BS)  
CH00 Chemistry (BS)  
CH01 Chemistry (BA)  
CI02 CIS-Computational Math (BS)  
CI03 CIS-Info Systems w.Bus minor (BS)  
CI04 CIS-Info Technology (BS)  
CI05 CIS-Comp Forensics/CJAD (BS)  
CI07 CIS-Info Systems (AS)  
CI11 CIS-Info Tech(BS) PI minor (IE85)  
CJ00 Crim Just Ad-Comp Foren/CIS (BS)  
CJ01 Criminal Justice Adm (BS)  
CO00 Comm-Public Relations (BA)  
CO02 Communications-Mass (BA)  
CO05 Comm-Public Relations (BS)  
CO06 Communications-Mass (BS)  
DH01 Dental Hygiene Appli (AS)  
DH00 Dental Hyg (AS)  
EE01 E Ed-Erly Ch {Birth-3} (BSE)  
EE03 El Ed (1-6) Sp Ed {K-12} (BSE)  
EE04 Elem Ed 1-6 Tesol {K-12} (BSE)  
EE05 Elem Ed-Business {1-6} (BSE)  
EE06 Elem Ed-Sci {1-6} (BSE)  
EE07 Elementary Ed-Art (BSE)  
EE08 Elementary Ed-Lang Art (BSE)  
EE09 Elementary Ed-Math (BSE)  
EE10 Elementary Ed-Music (BSE)  
EE11 Elem Ed-Social Studies (BSE)  
EE12 Elem Ed-Eng/Lang Arts (BSE)  
EE13 Elem Ed-Eng/Spanish (BSE)  
EM00 Mid Sch-Eng/Soc Stdy (BSE)  
EM01 Mid Sch-Bus/Eng {5-9} (BSE)  
EM02 Mid Sch-Bus/Soc {5-9} (BSE)  
EM05 Mid Sch-Eng/Math {5-9} (BSE)  
EM06 Mid Sch-Eng /Sci {5-9} (BSE)  
EM10 Mid Sch-Math/Bus {5-9} (BSE)

EM12 Mid Sch-Math/Sp&Th {5-9} (BSE)  
EM13 Mid School-Soc Stu Mth (BSE)  
EM14 Mid Sch-Sci/Math {5-9} (BSE)  
EM15 Mid Sch-Sci/Bus {5-9} (BSE)  
EM17 Mi Sch-Soc Stu /Sc {5-9} (BSE)  
EM18 Mid Sch-Sp Th En {5-9} (BSE)  
EM19 Mid Sch-Sp Th Sc {5-9} (BSE)  
EM20 Mi Sch-Sp&Th/Socst {5-9} (BSE)  
EM21 Mid Sch-Math {5-9} (BSE)  
EM22 Mid Sch-Comm Arts/Eng {5-9} (BSE)  
EM23 Mid Sch-Science {5-9} (BSE)  
EM24 Mid Sch-Soc Studies {5-9} (BSE)  
ES00 Sec Ed-Bio/Unified Sci (BSE)  
ES01 Sec Ed-Chem/Unif Sci (BSE)  
ES02 Sec Ed-Phys Unif Sci (BSE)  
ES03 Sec Ed-Soc Sci, Soclgy (BSE)  
ES04 Sec Ed-Chemistry {9-12} (BSE)  
ES06 Education-Phys Ed {K-12} (BSE)  
ES07 Sec Ed-Physics {9-12} (BSE)  
ES08 Education-Art {K-12}(BSE)  
ES09 Secondary Ed-Biology (BSE)  
ES10 Secondary Ed-Bus (BSE)  
ES11 Education-Double Music (BSE)  
ES12 Secondary Ed-Eng (BSE)  
ES13 Education-French {K-12} (BSE)  
ES14 Education-Instrumental (BSE)  
ES15 Secondary Ed-Math (BSE)  
ES16 Education-Piano-Inst (BSE)  
ES17 Education-Piano-Vocal (BSE)  
ES18 Sec Ed-Soc & Pol Sci (BSE)  
ES19 Sec Ed-Soc Sci/History (BSE)  
ES20 Education-Spanish {K-12}(BSE)  
ES21 Sec Ed-Speech & Drama (BSE)  
ES22 Education-Vocal (BSE)  
EC10 Economics (BSBA)  
EC20 Economics (BS)  
EN03 English-Lit Studies (BA)  
EN04 English-Prof/Tech Writ (BA)  
EH02 Environmental Hlth & Safety (BS)  
EH04 Environmental Hlth-Distant Learning (BS)  
FL00 French (BA)  
FL02 Spanish (BA)  
FN10 Finance (BSBA)  
GB00 General Business (BSBA)  
GB30 Business Major Undelcared (BSBA)  
HI00 History (BA)  
HS01 Health Science-Dental Hyg (BS)  
HS02 Health Science-Tad Tech (BS)  
HS03 Health Science-Res Ther (BS)  
HS05 Health Science-Business (BS)  
HS06 Health Science-Paramedic (BS)  
IB00 International Business (BSBA)

IE00 Industrial Engineer Tech (BS)  
IE02 Manufacturing Engineer Tech (AS)  
IE03 Logistics (BS)  
IS00 International Studies (BA)  
KI00 Hlth Promotion & Wellness (BS)  
LE00 Law Enforcement-Opt A (AS)  
LE01 Law Enforcement-Opt B (AS)  
MA00 Mathematics (BS)  
MA01 Computational Math/CIS (BS)  
ML00 Medical Laboratory Science (BS)  
ML01 Pre Medical Lab Science (BS)  
MM00 Management (BSBA)  
MM03 Marketing (BSBA)  
MM04 Human Resource Mgmt (BSBA)  
MU00 Music (BA)  
MU01 Music Industry (BA)  
NU01 Nursing Applicant (BS)  
NU00 Nursing (BS)  
PH00 Physics (BS)  
PH01 Physics-Engineering (BS)  
PS00 Political Science (BS)  
PS01 Political Science (BA)  
PY00 Psychology (BS)  
PY01 Psychology (BA)  
RA00 Radiologic Tech Appli (AS)  
RA01 Radiologic Technol (AS)  
RE01 Resp Thpy Applicant (AS)  
RE00 Respiratory Therapy (AS)  
SO00 Sociology (BA)  
SO01 Sociology (BS)  
TH00 Theatre (BA)  
OT01 Undecided Regularly Admitted  
OT02 Special, Post-Grad

## MINOR DEGREE CODES

Code Name

AC80 Accounting-(Non-Business Maj  
AC81 Accounting for Business Majors  
AR80 Art-Studio  
AR81 Art-Graphic Design  
AR82 Art History  
BI80 Biology  
CH80 Chemistry  
CI80 Computer Information Systems  
CI82 Network System Administration  
CI83 Website Administration  
CI84 Information Assurance & Technology  
CJ80 Corrections  
CJ81 Crime Scene Investigation  
CJ82 Criminal Justice Admin  
CJ83 Juvenile Justice  
CO80 Mass Communications

# Major/Minor Degree Codes

## MINOR DEGREE CODES cont.

Code Name

CO81 Public Relations  
CO82 Speech Communications  
EC85 Economics-BSBA  
EC86 Economics-Non-BSBA  
EH80 EHS-General  
EH81 EHS-Environmental Biology  
EH82 EHS-Health Protection  
EH83 EHS-Safety & Hazard Prevention  
EN80 English-Literature Emphasis  
EN81 English-Writing Emphasis  
EN82 English-Creative Writing  
FL80 Chinese  
FL81 French  
FL83 Japanese  
FL85 Spanish  
FN85 Finance-BSBA  
FN86 Finance-Non-BSBA  
GB80 General Business-Non BSBA  
GE80 Geography  
GE83 Spatial Analysis  
HI80 History  
HI81 American Studies  
IB80 International Business  
IE85 Continuous Process Improvement  
IS80 International Studies  
MA80 Mathematics

MM81 Human Resource Management  
MM82 Management  
MM83 Marketing  
MM84 Multi-Media  
MM85 Total Quality Management  
MM88 Entrepreneurship  
MS80 Military Science  
MU80 Music  
PH80 Physics  
PH81 Advanced Power  
PI80 Philosophy  
PL80 Paralegal Studies  
PS80 Political Science  
PS82 International Politics  
PY80 Psychology  
SO82 Sociology  
SO83 Legal Studies  
SO84 Cultural Anthropology  
TH80 Theatre

## CERTIFICATES

Code Name  
EH84 EHS-General (Certif)  
EH85 EHS-Biology (Certif)  
EH86 EHS-Protection (Certif)  
EH87 EHS-Safety&Hazard Prevention  
FL86 Medical Interpretation (Certif)  
IE81 CNC Operator (Certif)

IE83 Quality Tech (Certif)  
IE86 Continuous Process Imp (Certif)  
LE80 Basic Fire Academy (Certif)  
LE81 Peace Officer Train (Certif)  
MM86 Entrepreneurship (Certif)  
MM94 Specialist in Management (Certif)  
MM95 Ent Planning (Certif)  
MM96 Ent Finance (Certif)  
MM97 Ent Accounting (Certif)  
MM98 Ent Management (Certif)  
MM99 Ent Marketing (Certif)  
PA80 Emergency Med Tech (Certif)  
PA81 Paramedic (Certif)  
PL81 Paralegal Studies (Certif)  
SS80 Six Sigma Green Belt(Certif)  
SS81 Six Sigma Black Belt(Certif)

## GRADUATE MAJOR DEGREE CODES

Code Name  
GR01 MA Teaching-MSU (MAT)  
GR02 MS in Nursing-(MSN)  
GR03 MS in Dental Hyg-UMKC (MS)  
GR04 Criminal Justice-SEMO (MS)  
GR08 Curriculum & Instruction (SMEd)  
GR09 Accountancy (MAcc)  
GR10 Accountancy Accelerated (MA)

## Disability Access

It is Missouri Southern State University's policy to provide access to its programs and facilities to all students, faculty, staff and guests so that no one shall, solely by reason of disability, be denied access to, participation in or the benefits of any program or activity. Students, faculty, staff and guests shall receive reasonable accommodations to provide equally effective access to educational opportunities, programs and activities in the most integrated setting appropriate unless provision for reasonable accommodation would constitute an undue hardship on the University or would substantially alter essential elements of the academic program or course of study or would otherwise compromise academic standards. This policy shall apply to all programs, services and activities of the University, including, but not limited to recruitment, admissions, registration, financial aid, academic programs, advising, counseling, student health, housing and employment.

This policy is intended to be consistent with Section 504 of the Rehabilitation Act of 1973, which states that no recipient of federal financial assistance may discriminate against qualified individuals with disability solely by reason of a disability. This policy is also intended to be consistent with Title II of the Americans with Disability Act of 1990, the Americans with Disabilities Amendments Act of 2008 (ADAA) and the Missouri Human Rights Act. To the extent it is inconsistent with said laws, the legal requirements and standards shall govern.

If you are an individual with a disability and require a reasonable accommodation, please contact Lori Musser, Coordinator for Student Disability Services in the Student Success Center (417.625.9516).

In accordance with the policies and procedures that govern Missouri Southern as a whole, students and faculty members who feel that they have not been accorded their due rights are entitled to grieve the action or lack of action against them. Information about grievance procedures is available from the Coordinator for Student Disability Services.

## Policy Changes

The University reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students to be effective whenever determined by the University. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

The policies and statements contained in this catalog were written for the undergraduate students at Missouri Southern State University and as such may not apply to our graduate students. Please check with the coordinator of the specific graduate program for more information.

# CONTINUE YOUR EDUCATION WITH OUR NEW GRADUATE PROGRAMS!

**Master of Accountancy**

**Master of Arts in Teaching**

(Collaborative with Missouri State University)

**Master of Science – Criminal Justice Administration**

(Collaborative with Southeast Missouri State University)

**Master of Science in Education – Curriculum and Instruction**

**Master of Science in Education – School Administration\***

**Master of Science in Education – TESOL\***

**Master of Science – Dental Hygiene**

(Collaborative with University of Missouri – Kansas City)

**Master of Science – Nursing\***

(Collaborative with Southeast Missouri State University)



\* pending HLC approval